



**PROFESSIONAL TUTOR
OTA STUDENT TUTOR FOR NBCOT EXAM
PART-TIME (VARIABLE HOURS)**

JOB DESCRIPTION

Villa Maria College is seeking a professional tutor to meet the needs of the OTA students. This initiative will be to assist and start the process of preparing OTA students for the NBCOT exam.

- Prepare both the 2018 and 2019 OTA students to take the NBCOT exam
- Utilizing the AOTA NBCOT Prep Exam, Therapy Ed Prep Exam, Pass the OTA and organize session to meet and review materials with students
- Give students insight to how to prepare for the exam
- Report to both the OTA Director and FW Coordinator on areas where students are challenged and areas students are doing well in.
- Organize ways for the students to study individual's topic areas.
- Help students' strategies study habits both individually and in a group setting.
- Take on additional responsibilities as assigned by the Coordinators of the Student Success Center;
- Discuss daily concerns with the Coordinators of the Student Success Center;
- Support the philosophy and objectives of the College;
- Other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:

- Bachelor's Degree (minimum qualification);
- Master's Degree or working toward Master's degree (preferred qualification);
- Previous experience working with students;
- Cumulative GPA of 3.0 and excelling grades in subjects of expertise;
- Microsoft Office (Word, Excel, Power point) knowledge necessary;
- Knowledge of industry software to cover disciplines taught at VMC when applicable;
- Excellent communication and relationship building skills.

The starting date is ongoing to meet the needs of Villa Maria College Students.

APPLICATION MATERIALS

Applicants should send letter of application, curriculum vitae, three references (include names, addresses, e-mails and telephone numbers) for potential contact during the screening process, Villa Maria College application (see below).



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Page 2.

PLEASE VISIT AND COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:

jobs.villa.edu

When you have completed the on-line application process, your information will be forwarded to the Search Committee for their review. The Search Committee will carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be contacted for an interview.

EOE

Screening of application materials begins immediately.

Internal Posting Deadline: Review of applications will continue until the position is filled.

External Posting Deadline: Review of applications will continue until the position is filled.