



**PROFESSIONAL TUTOR
PART TIME STAFF POSITION**

About Us: Villa Maria College is a private, Catholic college providing students with the premier student-centered experience in Western New York. Students learn and grow with a culturally diverse population that lives its ideals of truth, charity, and unity.

Mission Statement: *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

Villa Maria College Core Values: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

POSITION SUMMARY:

Under the daily direction of the Writing Center and Math Lab Coordinators, the Professional Tutor will, provide individual and small group tutoring to students in the Student Success Center for the College. Assist students in improving academic achievement by meeting with them on a regular basis to clarify learning problems and work on study skills. Other assistance might include: reviewing class material, discussing the text, helping students with time management, assisting students with the writing process, or working on solutions to problems.

ESSENTIAL RESPONSIBILITIES:

- Assist students academically in whichever subjects that you have expertise;
- Develop education resources relevant to your subject area;
- Facilitate, and track tutorial sessions;
- Greet and interact with students professionally and enthusiastically;
- Maintain communications with the Coordinators of the Student Success Center;
- Encourage students and help them develop academic confidence;
- Develop study skills specifically designed for the students' needs;
- Evaluate students' progress in order to see where improvements can be made;
- 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.

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 above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

WORK ENVIRONMENT:

General classroom environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the classroom/office/lab. This work may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Evening and weekend hours may be needed, on occasion, to perform work associated with this position.

APPLICATION MATERIALS:

Applicants should include 1) cover letter; 2) resume/curriculum vitae; 3) statement of teaching philosophy; 4) two professional references.

To be considered, please submit your resume and complete the online job application at jobs.villa.edu. When you have completed the on-line application process your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each resume and the strongest, most qualified candidates will be contacted for an interview.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, physical or mental disability, or any other protected category by Federal/State guidelines in admissions, employment, or any other aspect regarding the conduct of College programs and activities.