



## **Part Time Professional Tutor: Business and Math Achieve Program**

### **POSITION SUMMARY:**

Under the daily direction of the Director of the Achieve program, the Professional Tutor will provide individual tutoring to students with documented disabilities, and 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 will include providing instruction and support in the use of adaptive technology and equipment, reviewing class material, discussing the text, helping students with time management and organization, guiding students as they prepare for presentations, or working on communication skills. Professional tutors will be expected to meet regularly with Achieve students in order to assist them in meeting the goals outlined in their individual learning plans.

### **ESSENTIAL RESPONSIBILITIES:**

- Assist students academically in math and business courses including but not limited to: business technology, accounting, probability & statistics and algebra;
- Develop educational resources relevant to your subject area;
- Facilitate and track tutorial sessions;
- Greet and interact with students professionally and enthusiastically;
- Maintain communications with the Director of the Achieve program;
- Proctor tests for Achieve students with accommodations;
- Encourage students and help them develop self-confidence;
- Develop study skills specifically designed for the students' needs;
- Evaluate students' progress in order to see where improvements can be made;
- Attend trainings provided by the College on working with students with learning differences;
- Take on additional responsibilities as assigned by Director of the Achieve program;
- 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 (experience working with students with learning differences is preferred);
- 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.
- Availability to work 2-3 days per week for a minimum of 4 hour shifts

**ESSENTIAL FUNCTIONS:**

Professional business office setting. This work may include hours standing and walking, including up and down stairs, moving up to 25-pounds. Evening and weekend hours may be needed on occasion to perform work associated with this position. Consistent computer work with hand and wrist movement are necessary on a daily basis.

*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.*

**To be considered, please submit your resume and complete the online job application.**

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, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*