



JOB DESCRIPTION

Instructional Support Tutor STUDENT SUCCESS CENTER

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.”*

OUR CORE VALUES: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

POSITION SUMMARY:

Under the direction of the Academic Coach and Student Success Coordinator, and in collaboration with the specific course faculty, the Instructional Support Tutor will support the English Composition, Algebra or Statistics curriculum. In addition to attending class once a week, they will plan and conduct at least one group ALL, Assisted Learning Lab, session per week. Instructional Support Tutors will hold regularly scheduled tutoring hours where they will support students in content area and plan group sessions during down time. Instructional Support Tutors will be trained on and implement the Assisted Learning Lab program.

ESSENTIAL RESPONSIBILITIES:

- Attend all Assisted Learning Lab (ALL) and Tutor meetings and trainings;
- Attend at least one class meeting of the supported course per week, take notes, and read assigned materials including textbook and supplemental readings;
- Submit lesson plans for weekly sessions;
- Conduct at least one 50 minute session that supports difficult class content per week throughout the semester;

- Regularly meet with Student Success Center staff to discuss ALL sessions and student needs.
- Maintain contact with course instructor throughout the semester;
- Hold regular weekly tutoring hours for both scheduled and drop-in appointments in content area.
- During down tutoring time, complete lesson plans and conduct student reach out as assigned.
- Maintain accurate session attendance records and tutoring reports.
- Maintain privacy and a professional attitude about matters such as class standards, grades and student complaints;
- Support the philosophy and objectives of the College;
- Other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:

Minimum Qualifications:

- Completed or working on Bachelor's degree
- Cumulative GPA of 3.0 or above
- Content-competency in English or Math
- Good interpersonal and communication skills
- Must be available for work Mondays, Tuesdays or Wednesdays between 9AM – 4PM; shifts are a minimum of four hours.

PREFERRED QUALIFICATIONS:

- Completed or working on a Master's Degree in relevant field (English, Math, Education, Science)

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:

Professional office/classroom environment requires employee to be flexible, consistently use manual dexterity in reaching, writing, navigating around the classroom, lab, or office. 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. Possible keyboarding movements will be necessary to perform computer work for this position.

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.

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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.

VILLA MARIA COLLEGE INCLUSION STATEMENT:

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.

SALARY RANGE: \$14.20-16.00 per hour