

Northwestern Michigan College
Job Description

Job Title: Tutor–Student Employee
Department: Tutoring & Support Services
Reports To: Tutorial Coordinator/Program Manager
FLSA Status: Non-Exempt
Prepared By: Michelle Poertner, Tutorial Coordinator/Program Manager
Prepared Date: August 18, 2000, Revised March 28, 2005
Approved By: Bill Hendry, Director of Human Resources
Approved Date: October 15, 2002

Summary

Assists as directed working in an office of Northwestern Michigan College as a student employee by performing the duties listed below:

Requirements

To be eligible for student employment in a semester, the student must be enrolled half time during that semester (minimum NMC academic credits: 6 for fall; 6 for spring; 3 for summer).

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Daily:

Provide tutorial assistance to students requesting services.

Weekly:

Provide documentation of tutoring services to office to verify sessions and to monitor student progress
Submit timesheets and related documentation to tutorial coordinator.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Student employees must maintain enrollment of six (6) NMC credits during spring and fall semesters, and a minimum of one (1) NMC credit during summer semester to be eligible for student employment.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and their employees of the college.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; use hands to finger, handle, or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions while traveling between buildings on campus. The noise level in the work environment is usually loud.