

Description:

This is a Title III funded position with the purpose of providing face-to-face and online academic assistance to Manhattan Tech students in general education courses related to math, science, and writing.

If you have previously worked as a tutor, have had the need for tutoring, enjoy helping other students, or are looking for a way to be more involved on campus then you are an ideal candidate.

Tutoring may occur either as 1-on-1 or in a group setting. Tutors will provide problem solving, study skill, and test taking strategies. Interested students should be willing to work flexible schedules. Hours will be determined by student class schedule and tutor center need. Work hours will range from 5 to 20 hours per week. Peer tutors will assist the Teaching & Learning Center faculty/staff as needed. Peer tutors report to the Student Retention Specialist and Tutoring Coordinator.

Qualifications:

- Cumulative GPA of 3.00 or better in relevant courses.
- Grade of "A" or instructor recommendation to tutor concurrent enrolled courses.
- Grade of "B" or better to tutor previously enrolled courses.
- Completion of required documents.
- High competency using Microsoft Office products.
- High competency performing internet based searches.
- Ability to use and learn new technology.

Responsibilities:

- Completion of tutor training.
- Provide individual or small group tutoring.
- Meet weekly and/or daily with students if necessary.
- Keep record of all tutoring sessions.
- Assist other students with MATConline and Webmail navigation.
- Maintain weekly time sheets.
- Communicate student needs or concerns to the tutor coordinator.

Expectations:

- Provide problem solving strategies.
- Provide suggestions for study skills and/or test preparation.
- Good organization skills.
- Represent yourself, Manhattan Tech, the peer tutoring program, and the Teaching & Learning Center in a professional, responsible, and respectful manner.
- Adhere to the Manhattan Tech Principles of Community.
- Adhere to the Manhattan Tech Academic Honesty Policy.
- Desire to help students learn to be successful in class.
- Ability to communicate effectively with students and faculty.
- Document processes as required by Title III, or supervisors.

Pay Rate:

- Compensation will range from \$11.00 to \$13.00 per hour.