

Nursing and Health Sciences Tutor

Position Description

Education:

Bachelor's degree in Biological Sciences or Nursing with strong knowledge in basic college-level mathematics required.

Experience:

Experience and/or a background in nursing with experience in tutoring or teaching in the areas of nursing, science and/or mathematics. Effective oral and written communication skills; ability to interact effectively and courteously with culturally diverse groups. Experience with at-risk students preferred.

Reports to:

Director of the Center for Student Success

Purposes:

To provide tutorial assistance to all nursing and health science students in the areas of nursing and/or healthcare, math and various sciences from entry level to senior level students of varying abilities.

Responsibilities:

1. Provides one on one tutoring, group supplemental instruction workshops, and other activities designed to help students in the area of science, nursing, and mathematics.
2. Assists students to develop effective study and time management skills as related to academic requirements.
3. Assesses student needs and collaborates with faculty in the growth and development of student learning for various level nursing, math and health science students.
4. Assist in proctoring, reading and monitoring examinations for students.
5. Assists with all areas of the CSS, including tutoring, testing and other responsibilities as needed.
6. Assists in committee work as needed to further College growth and effectiveness.
7. Promotes use of CSS among students in classes, in house recruitment events, new student orientation programs, and other college events.
8. Participates in College activities as assigned.
9. Maintains the cleanliness, orderliness, and security of the Center for Student Success.
10. Maintains professionalism and confidentiality according to FERPA guidelines.
11. Promotes a positive image of the College to internal and external constituencies.

Working Conditions and Physical Effort:

- Work is normally performed in a typical interior office work environment.
- No or very limited exposure to physical risk.