



## **Student Tutor- Center for Student Success (CSS)**

### **Position Description**

**Education:** High school diploma and current Methodist student; completion of at least one semester of college coursework and enrolled in at least six credit hours during the semester of tutoring.

**Experience:** Experience in tutoring or teaching preferred. Experience in Anatomy and Physiology (I & II), APA guidelines, and basic Math skills. Effective oral and written communication skills; ability to communicate effectively with faculty and students; ability to interact effectively and courteously with culturally diverse groups; and basic level computer skills, including experience with D2L and MS Word programs. Ability to maintain confidentiality according to FERPA guidelines and Methodist guidelines.

**Reports to:** Director of the Center for Student Success

**Purpose:** Student Tutors assist students in being successful with the general education and nursing, and other degree program requirements.

#### **Responsibilities:**

- Supervises and maintains the Center for Student Success (CSS) during evening hours.
- Assists students who utilize the CSS through one-on-one and group tutoring sessions.
- Conducts study sessions as needed to facilitate the understanding of core courses.
- Tracks student visits to all CSS staff and enters data in a timely manner.
- Performs basic level data entry.
- Maintains current knowledge of APA & MLA writing style requirements.
- Collaborates with the Director and the Nursing Coordinator to ensure student and faculty needs are being addressed accurately.
- Proctors ADA examinations according to instructor rules and guidelines.
- Maintains the security and cleanliness of the CSS and monitors student use of the facilities.
- Maintains strict confidentiality according to FERPA guidelines and Methodist guidelines.
- Assists with other projects as assigned.