

***NAPA VALLEY COLLEGE
STUDENT WORK STUDY
JOB DESCRIPTION***

TITLE OF JOB: TUTOR

POSITION UPDATED: JUNE 2018

DEPARTMENT: VARIOUS

GENERAL PURPOSE:

Under minimal supervision, provide support to students. Conduct problem-solving sessions for group of students or to provide one on one help if necessary. Must have prior experience. Assist with special activities and implement workshops. Provide academic support.

DUTIES:

Help students solve problems by giving suggestions and hints, answer questions about concepts. Be prompt serve as a source of information pertinent to the course, model good student behavior. Tutor students at various school sites as scheduled. Attend tutor meetings. Complete tutor training. Other tasks as assigned.

SKILLS REQUIRED:

Student must be proficient in the subject to be tutored OR completion of course on subject being tutored with an "A" grade. Good interpersonal skills are important. Ability to understand and carry out instructions. Must be reliable and motivated to work with students. May need a recommendation from a faculty member prior to tutoring.