

Job Classification: Seasonal, part-Time, hourly, student position

Work Schedule: 5-20 hours per week during open TLC hours.

Location: Manhattan Campus, Teaching & Learning Center

Reporting Relationship: Director of Academic Resources

Compensation: \$10 per hour

Tutoring Summary & Accountabilities:

The purpose of this position is to provide face-to-face and online academic assistance to Manhattan Tech students in general education courses related to math, science, and writing.

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 needs.

Responsibilities & Expectations:

- Completion of tutor training
- Provide individual or small group tutoring, and meet weekly and/or daily with students as needed.
- Provide problem solving strategies and suggestions for study skills, and/or test preparation to students.
- Assist other students with MATOnline, website, and webmail navigation.
- Communicate student needs or concerns to the Academic Resources Director.
- Represent yourself, Manhattan Tech, the peer tutoring program, the TLC in a professional, responsible, and respectful manner.
- Adhere to Manhattan Tech's Principles of Community, Student Code of Conduct, and Policies including the Academic Honesty Policies.
- Document processes and fulfill other necessary duties as assigned by Supervisor/MATC Admin.

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 higher to tutor previously enrolled courses.
- Ability to communicate effectively with students and faculty.
- High competency and proficiency using Microsoft Office Products, and conducting internet-based research and source citation.
- Ability to learn and use new technologies.
- Desire to help students learn to be successful in class.
- Completion of required position documentation and hiring forms.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to effectively read screens and print materials.
- Ability to communicate effectively via in-person, phone/virtual, or messaging.
- Ability to lift and move supplies up to twenty-five (25) lbs.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Regular Interaction with students, staff, and guests.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

- This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
- Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.
- All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.
- Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
- All ‘offers of employment’ are subject to criminal background check prior to employment.