

Clark Atlanta University

Job Description

Position Title:	Professional Tutor Specialist
Employee:	Staff
Department:	Student Success Project
Reports To:	Dr. Dakira Watkins, Project Director

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

- Tutors students individually or in group study sessions to review principles, solve problems, and review for tests.
- Administers testing instruments and writes individual tutoring plans upon review of textbooks; refers students to other university resources as appropriate.
- Facilitates reading and writing labs to develop writing, math, sciences, engineering, study, and other academic skills.
- Maintains and updates confidential files and records, ensuring ethical and legal guidelines are maintained.
- Researches and selects learning materials, textbooks, and equipment to facilitate tutoring; may design specific handout, study, and related materials.
- Performs miscellaneous job-related duties as assigned.
- Provides academic tutoring services to a wide variety of individuals and groups. Creates and implements tutorial programs that guide and assist students with homework, problem solving, report writing, and test preparation.

Examples of Duties and Responsibilities:

- Meet with students during scheduled individual appointments and/or group tutoring sessions to identify areas for learning support
- Develop strategies for teaching and reviewing principles, concepts, and course topics with students
- Maintain documentation and records about individual tutoring sessions

Knowledge, Skills and Abilities

Superior college-level proficiency in one or more of the following:

- English, with an emphasis on composition and rhetoric
- Mathematics, calculus I and II
- Biology (General)
- Chemistry (General)
- Physics (Physical science)
- Accounting
- Finance
- Computer Science

Effective verbal and written communication skills, strong technology and communication skills are required; moderate understanding of current discipline-specific instructional software, websites, and learning resources is preferred

Minimum Hiring Standards:

Education	A Bachelor's degree is required. A Master's degree or PhD is preferred. Unofficial transcript required
Years of Experience Required	Tutoring experience preferred. Written proficiency assessment may be required.
Years of Management/Supervisor Experience	NA