

Tutor, Advanced  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=144383>

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Posted Jul. 9, 2020, set to expire Nov. 5, 2020

<b>Job Title</b>	Tutor, Advanced
<b>Department</b>	District Wide
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Jul. 9, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1952898">https://apptrkr.com/1952898</a>

**Apply By Email**

**Job Description**

Tutor, Advanced

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:

## Tutor, Advanced San Diego Community College District

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Under the direction of an assigned supervisor or manager, provide academic tutoring services to a variety of individuals and groups and online; implement tutorial programs that guide and assist students with homework, problem solving, report writing, and test preparation; provide proactive and ongoing student retention services to students needing assistance.

Click

[url=[https://apptrkr.com/get\\_redirect.php?id=1952898&targetURL=http://www.sdccd.edu/docs/HumanResources/Non-Classified/employees/TutorAdvanced.pdf](https://apptrkr.com/get_redirect.php?id=1952898&targetURL=http://www.sdccd.edu/docs/HumanResources/Non-Classified/employees/TutorAdvanced.pdf)]here for description

If you would like to open the link in a different tab or window, right click and select the option.

Major Responsibilities:

### TYPICAL DUTIES INCLUDE:

- Provide academic tutoring to a variety of individuals and groups.
- Provide guidance and assistance to students requiring tutorial services.
- Evaluate student needs and develop appropriate course of action.
- Develop and maintain a variety of resource materials.
- Administer tests and consult with educational departments and instructors.
- Maintain records and data to monitor and assess students progress.
- Teach students study skills, note-taking skills, and test-taking strategies.
- Provide clerical support to staff as needed.

Qualifications:

### DESIRABLE QUALIFICATIONS:

Knowledge of assigned academic disciplines; basic arithmetic; correct English usage, spelling, grammar, punctuation, and vocabulary; general needs and behavior of students of various ethnic, racial, and cultural backgrounds; instructional methods and techniques; multiple learning styles and related tutoring strategies; record-keeping techniques; and standard office equipment, including computer hardware and software.

Ability to communicate effectively both orally and in writing, establish and maintain effective working relationships with others, evaluate and assess student needs, explain work assignments to students, maintain records and prepare reports, operate computers and applicable software, and provide tutoring to a variety of individuals and groups and online.

College level coursework with a minimum of a 3.0 GPA in the assigned discipline. Tutoring experience

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and sufficient subject matter expertise to perform the duties of the assignment including completion of Education 100 and a minimum of at least one semester as a senior tutor.

Desired Qualifications:

Licenses:

Pay Information:

Click

[url=https://www.sdccd.edu/docs/HumanResources/employee%20relations/Salary%20Schedules/2020%20NA for the hourly pay rate.

If you would like to open the link in a different tab or window, right click and select the option.

To apply, visit: [url=https://apptrkr.com/1952898]https://www.sdccdjobs.com

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

District Wide

San Diego Community College District

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