Part-Time Tutor, Process Technology
Lee College

Job Title	Part-Time Tutor, Process Technology
Department	
Institution	Lee College
	Baytown, Texas
Date Posted	Apr. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Educational Services
Apply Online Here	https://apptrkr.com/6115686
Apply By Email	
Job Description	

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Part-Time Tutor, Process Technology

Salary:
Job Type: Part-Time
Job Number: FY2300455
Location: Main Campus - Baytown, TX
Division: Provost/Academic & Student Affairs

Position Overview
Act as tutor/lab monitor and assist students in the use of various software applications; maintain all

usage statistics and enforce college and lab use policies; required to stay up-to-date with technology; supervise student assistants; work directly with faculty and student divisions to coordinate additional services.

Essential Duties & Responsibilities

- Provide tutoring in Process Technology.
- Promote on-campus tutoring services through word of mouth, classroom announcements, email communication, flyer distribution, and by using online appointment system.
- Work in a small group setting to answer questions and to provide study strategies to aid in the understand of course content.
- Collaborate with instructors and other Peer Educators.
- Maintain the privacy standard in terms of protecting personal information of the students they tutor and serve.
- Assist with front desk duties by greeting visitor of the Learning Hub, assist students with sign-in, answer phones, make tutoring appointments, and keep area clean.
- Perform opening and closing duties as needed.
- Keep up-to-date on skills and coursework for subjects that will be tutored.
- Maintain accurate records of tutoring sessions/schedules.

Additional Duties & Responsibilities

- Attend mandatory group and advisory meetings.
- Comply with Lee College policies and procedures
- Promptly report problems or concerns to Learning Hub supervisor.
- Prepare monthly Time and Effort Reports.
- Other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Must have completed Process Technology I Equipment (PTAC 1410) or equivalent with an earned grade of B
- Must have completed Process Technology II Systems (PTAC 2410) or equivalent with an earned grade of B
- Cumulative GPA of 3.0

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- Great customer service skills, friendly, patient, and sensitive to a diverse group of students
- Must possess excellent written and verbal communication skills
- Must exhibit patience and a positive attitude to establish an encouraging learning environment
- Adaptable to fast-paced work environment
- Ability to commit to a minimum of 12 hours per week during the academic year
- Ability to work with students one on one and in small groups
- Possess excellent communication, leadership, and interpersonal skills
- Must be able to accept feedback for development and growth
- Must be willing to seek assistance when needed
- Must be able to work interdependently to prepare for tutoring sessions
- Basic knowledge of Microsoft Office Applications
- Must be punctual for all scheduled tutoring sessions
- Maintain a high level or professionalism

Preferred:

- Completed Process Technology I Equipment (PTAC 1410) or equivalent with an earned grade of A
- Completed Process Technology II Systems (PTAC 2410) or equivalent with an earned grade of A
- Be familiar with the Lee College Pilot Unit
- Ability to commit to a minimum of 15 hours per week during the academic year
- Be majoring or hold a degree in a related field and have a cumulative GPA of 3.0

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit https://www.schooljobs.com/careers/lee/jobs/4602277/part-time-tutor-process-technology

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Contact Information

Contact

N/A
Lee College

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