

## Part-Time Tutor, Process Technology Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=255309>

Downloaded On: Apr. 4, 2025 4:40am

Posted Apr. 2, 2025, set to expire Jul. 29, 2025

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

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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**

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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.

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### 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
- 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 of 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*



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*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>

**Contact Information**

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

**Contact**

N/A

Lee College

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