

Tutor (IVC - English)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268540>

Downloaded On: Dec. 4, 2025 12:41pm

Posted Dec. 4, 2025, set to expire Mar. 21, 2026

Job Title Tutor (IVC - English)

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Dec. 4, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Student Aide/Worker
Part-Time/Temporary Staff

Academic Field(s) Educational Services

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5145985/tutor-ivc-english>

Apply By Email

Job Description

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide one-on-one or group tutoring sessions to students enrolled in academic courses.
- Assist students in understanding and mastering course content, including concepts, theories, and problem-solving techniques.
- Help students develop effective study strategies and time management skills.
- Evaluate students' strengths and weaknesses to tailor tutoring sessions to their specific needs.

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- Clarify complex topics, provide additional explanations, and assist students in formulating responses to questions.
- Provide strategies and techniques for understanding and preparing for assignments, prompts, and exams.
- Foster a positive and supportive learning environment for students to become independent learners and thinkers.
- Monitor students' progress and provide feedback to help them track their improvement.
- Collaborate with faculty to ensure tutoring sessions are in alignment with course objectives.
- Stay up to date with the curriculum and materials used in the tutored courses.
- Maintain accurate records of tutoring sessions, student attendance, and progress.
- Follow District and college policies and procedures, including maintaining confidentiality of student information.
- Participate in tutor training programs and professional development activities as required.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Strong organizational skills to keep track of tutoring sessions and student progress.
- Strong knowledge and understanding of the subject(s) being tutored.
- Instructional technologies and online tutoring platforms.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Interpersonal skills using tact, patience, and courtesy.
- Techniques to facilitate effective interaction with people on an individual or group basis.

Ability to:

- Demonstrate excellent communication and interpersonal skills.
- Explain complex concepts in a clear and concise manner.
- Abide by all confidentiality practices required by department, state, and federal policies, laws, rules, and regulations, including FERPA and ADA.
- Communicate clearly and concisely, both orally and in writing in English; use correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively.

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- Develop, maintain, and foster effective working relationships involving interactions and communications with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis.
- Interact extensively with and respond to requests and inquiries from students, faculty, staff, and public; effectively present information to students, staff, or the public; provide excellent customer service.
- Demonstrate patience and empathy when working with students of diverse backgrounds and learning styles; work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities.
- Exercise good judgment, discretion, and personal initiative in resolving situations, according to established policies and procedures; use sound judgment in recognizing scope of authority.
- Report to work on a regular and consistent basis, as scheduled, to assigned job.
- Maintain the cleanliness, safety, and organization of assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.
- Attend and participate in trainings, meetings, workshops, and conferences; attend and participate in diversity, equity, and inclusion trainings and events; maintain compliance with online coursework and other mandatory trainings and certifications as directed by supervisor.

EDUCATION AND EXPERIENCE GUIDELINES

- AA degree in the subject area or a related field or a current student within SOCCCD. Prior tutoring or teaching experience is preferred, but not always required.
- For Saddleback/Irvine Valley College students, please attach an unofficial transcript, statement of interest specifying the subject you are interested in tutoring, and faculty recommendation letter. Resume and cover letter are optional.
- For non-Saddleback/Irvine Valley College students, please attach transcript, statement of interest specifying the subject you are interested in tutoring, letter of recommendation, and resume.

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Contact Information

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

Contact

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