Tutor (IVC - Math Center)
South Orange County Community College District

Job Title	Tutor (IVC - Math Center)
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/5153751/tutor-ivc-math-center
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 QUIDELINES

- 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.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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