

Job Description

JOB TITLE:	Tutor
JOB FAMILY:	Educational Resource Center
DIVISION NAME:	Academics
HOURS:	5 hours per week
SUPERVISOR'S TITLE:	Director of Library Resources / West Point Librarian
SUPERVISOR'S NAME:	Adam Solomon

Hiring for the following subjects:

History

All tutors are expected to:

- Facilitate learning and act as a guide to help the student become a successful independent learner.
- Maintain a consistent weekly schedule for appointments and walk-ins.
- Keep regular and accurate records of tutoring sessions using the appropriate forms.
- Exhibit excellent levels of responsibility, reliability, and punctuality.
- Exhibit appropriate and professional behavior at all times.
- Attend scheduled staff meetings, tutor training, and other professional development activities.
- Must be patient and have a strong desire to help students.
- Identify and address study-skill needs in the context of tutor sessions.
- Communicate with director and faculty regarding specific tutoring needs of students.
- Maintain a 3.0 cumulative GPA and a 3.5 GPA in subject being tutored.
- Provide at least one faculty recommendation in respective subject/discipline being tutored.

PREFERRED REQUIREMENTS:

Previous tutoring experience is preferred, but not required.

Special Note: Please share if you have been given a FASFA - Federal Work Study scholarship.

CONTACT:

Please send a résumé to adam.solomon@point.edu