POSITION TITLE: Tutor

PITZER COLLEGE
A MEMBER OF THE CLAREMONT COLLEGES

I.   **DEPARTMENT/OFFICE INFORMATION:**
   a.   **Department/Office Name:** Dean of Faculty's Office
   b.   **Supervisor Name:**
   c.   **Course(s):**
   d.   **Number of students needed in this role:**

II.   **ESSENTIAL FUNCTIONS AND DESIRED SKILLS AND ABILITIES:**
   a.   **Position Overview**: The tutor will work up to 5 hours/week and must be a currently enrolled student at the Claremont Colleges living in the United States. The tutor is supervised by and will primarily work with their supervisor and interact with students over email as needed for informational awareness of sessions and through tutoring sessions offered in-person on-campus at Pitzer or over Zoom. The tutor position offers student opportunity to develop teaching and leadership skills. Tutors are expected to reflect a strong sense of commitment to the Pitzer Tutoring Program mission of providing academic support to Pitzer students requesting assistance. The success of the program is dependent upon the dedication, professionalism, confidence, and skills of tutors.

   b.   **Essential Functions**: Assisting the faculty member with their course delivery through supplemental activities. Specific tasks include:
   - Coordinate a schedule for the semester and provide tutoring services for a specified field of study and course area.
   - Advertise tutoring schedule to students enrolled in classes at Pitzer. The faculty supervisor may request further communication within the community and with faculty of the relevant course area about scheduled hours and activities as needed.
   - Respond to requests and questions about tutoring within 24 hours of receiving them. Be able to have consistent hours in a drop- in tutor atmosphere.
   - With assistance and guidance from faculty member, arrange and provide tutorial materials for the designated course area for this position.
   - Some tutors, especially tutors in math and science, may have consistent weekly tutorials Specify level of expertise and previous courses for specified course area for this position.
   - Must maintain confidentiality and privacy of student work at all times.
   - Successful completion of relevant or specific course or course sequences (generally having received final course grade of A or A-).

   c.   **Desired Skills and Abilities**:
   - Strong background in the academic field of the course
   - Candidates must be in good academic standing. Students who are on academic probation are not eligible to apply.
   - Preference will be given to those who have taken the course with the instructor and who attended office hours or tutoring.
   - Candidates should possess strong interpersonal, organizational, and communication skills.
   - Capacity to work independently
   - Candidates are responsible and dependable

   d.   **Other Comments**: Tutors are not permitted to charge or accept any additional compensation for tutoring services (i.e., cannot offer or charge for individual tutoring or assistance for this or related courses). Tutors

must complete FERPA training and file certificate of completion with Dean of Faculty's Office before beginning work.

III. **CAREER COMPETENCIES**: The National Association of Colleges and Employers has formulated a set of career competencies to help students identify and articulate knowledge and skills that they have developed in various settings. Please identify all competencies that will be developed through this position (check all that apply).

☒ **Career & Self-Development:** Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

☒ **Communication:** Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

☒ **Critical Thinking:** Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

☒ **Equity & Inclusion:** Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

☒ **Leadership:** Recognize and capitalize on personal and team strengths to achieve organizational goals.

☒ **Professionalism:** Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

☐ **Teamwork:** Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

☒ **Technology**: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

IV. **WORK SCHEDULE**:
Up to 5 hours a week to be scheduled with the supervisor.

V. **STUDENT CODE OF CONDUCT:** Like all Pitzer students, all student employees are required to adhere to the Pitzer College Student Code of Conduct.