

BRUNSWICK COMMUNITY COLLEGE

Job Description

Job Title: Academic Center for Excellence (ACE) Professional Tutor **FLSA: Non-Exempt**
Reports to: Academic & Tutoring Services Coordinator **Date: ASAP**

The incumbent in this position is expected to support the College in achieving its mission and goals. Student focus, college services, and a willingness to assist as needed are expected from all employees.

GENERAL FUNCTION:

Professional Tutors provide instructional and academic support to students who are enrolled in a variety of courses and have applied for tutorial assistance. This position facilitates student learning by helping to clarify specific course content and promoting/modeling the use of appropriate study strategies. This is accomplished through content area and study skills tutorials, and referrals to other support services on campus.

ESSENTIAL DUTIES:

- Tutor students referred from curriculum classes.
- Provide accurate record keeping of student related tutoring within the Academic Center for Excellence as required for data collection and reports.
- Communicate ACE information to visitors when necessary.
- Attend ACE training sessions.
- Provide a positive student-centered, service-oriented, and professional atmosphere.

MINIMUM REQUIREMENTS:

- Bachelor's degree in **subject area to be tutored (Mathematics, Chemistry, Biology, and Spanish)** from a regionally accredited institution.
- 18 graduate hours in subject area tutored, Master's Degree in subject area preferred.
- Able to work with a variety of students from high school through adulthood.
- Must be creative, flexible, and possess strong organizational and interpersonal skills.
- Proficiency in Microsoft Office software and the use of a variety of office equipment to include fax machine, photocopier, scanner, and telephone systems.
- Excellent typing, public relations, communications, and problem-solving skills.
- Strong organizational skills with attention to detail.

WORKING CONDITIONS:

- Frequently sitting at a desk or workstation using a telephone, computer, keyboard, and mouse; some standing and walking.

This is a part-time position. Salary range is determined by the candidate's education and experience related to higher education. Work hours are Monday through Friday, up to 10 hours a week. A completed and signed Brunswick Community College application, transcripts, a letter stating your qualifications related to the position requirements, skills and abilities and résumé are required. Applications may be found online at www.brunswickcc.edu. Applicants should send all documents and inquiries to Employee Services, Brunswick Community College, PO Box 30, Supply, NC, 28462. Telephone: 910.755.7300.

BCC is an Equal Opportunity Employer