Cypress College Tutorial Services
Tutor Job Description

Job Title: Tutor

Work Schedule: Scheduled hours between 8am – 8pm Monday thru Thursday and 10am – 3pm Friday (varies by center)

Tutors provide one-on-one or small group tutoring to Cypress College students.

Responsibilities:

- Provide individual or small group tutoring for students in specific subject areas.
- Follow LRC guidelines, which includes integrating study and learning strategies that promote students to be independent learners.
- Participate in ongoing monthly training on Fridays during the semester in order to receive tutor certification.
- Promote tutoring services by conducting classroom visits.
- Perform related duties as assigned.

Expectations:

- Adhere to your assigned schedule and be punctual.
- Communicate and act in a professional manner.
- Be sensitive to and respectful of student needs.
- Support and care about student success.
- Demonstrate an understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty, and staff.
- Work with a significant degree of independence and good judgment.

Minimum Qualifications:

- Must have completed some college coursework, preferably in the tutoring subject area.
- Must have earned an “A” or “B” in courses you would like to tutor (or other equivalent).
- Strong communication skills to clearly explain concepts to students.
- Communicate effectively with supervisor(s) and staff in a timely manner.