

Bethel College
Structured Compensation – Job Description
Tutor – Academic Support Center

Prepared on 2/12/2007

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Department: Academic Support Center
Reports To: Academic Support Center Secretary
Supervises: Direct: 0 Indirect: 0
Approved By:

Grade: 9
Classification: Non-exempt
Effective Date: 7/15/05
Revised 7/15/05:

Role:

To meet with and assist any student having difficulties in classes.

Major Duties and Responsibilities:

(E) Essential or
(N) Nonessential

5%	Schedules time to meet with assigned students	E
90%	Assists any students who need help	E
5%	Possibly assists non-Bethel students who call and request a tutor	E

Expectations:

1. Treat tutees with high level of respect and as equals
2. Remain open minded and empathetic towards tutees
3. To arrive at scheduled shift on time.
4. Set educated goals and strive for them
5. To assist students to engage in an active learning experience

Knowledge and Skills:

Experience: No prior work experience needed

Education: Must be a sophomore or above

Interpersonal Skills: Student must be able to communicate ideas and principles clearly. He or she must be able to work well with others in stressful situations such as finals period.

Other Skills: Must receive recommendation from professor in desired area of tutoring. Student must have a 3.0 GPA level or higher Also must have received an A or A- in desired course to be tutored.