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| Job Title | Reading & Writing Tutor |
| PVN ID | BM-1903-003000 |
| Category | Instruction and Social Service |
| Location | BOROUGH OF MANHATTAN C. C. |
| Department | Academic Affairs |
| Status | Part Time |
| Hourly Rate | \$15.00-\$15.00 |
| Hour(s) a Week | 6.00-10.00 |
| Closing Date | May 20, 2019 (Or Until Filled) |

General Description

The CUNY EDGE Program Tutor will be responsible for the following:

- Provide academic support during assigned hours
- Perform front desk activities, including scheduling and record-keeping
- Develop a full working knowledge of academic skills development materials and strategies
- Participate in outreach activities (e.g. presenting information regarding study skills and academic support) on behalf of the program
- Represent the program and support students using tutoring services through courteous professional behavior
- Perform other job-related duties as assigned

Other Duties

- Identify and support the mission of the CUNY EDGE Program
- Demonstrate the ability to work with diverse groups of people
- Assist students with problem-solving skills through improved subject knowledge
- Improve student communication skills
- Develop strategies to improve student self-sufficiency
- Improve student general learning skills

Qualifications

- Strong GPA in college coursework
- Excellent communication skills

- Flexibility with regard to work environment
- Ability to work with students one-on-one and in small groups
- Ability to work with student from diverse backgrounds and underrepresented communities
- Availability to work at least 6 hours per week during the 2018-2019 academic year
- Evening hours may be necessary