

Job Title	Science (Biology and Chemistry) Academic Tutor Position
PVN ID	NC-1707-001917
Category	Instruction and Social Service
Location	GUTTMAN C. C.
Department	Student Engagement
Status	Part Time
Hourly Rate	\$18.61-\$21.34
Hour(s) a Week	12.00-20.00
Closing Date	Sep 06, 2017 (Or Until Filled)

General Description

Stella and Charles Guttman Community College seeks Science (Biology and Chemistry) Academic Tutor for our Tutoring Program. Individuals committed to academically supporting a diverse, academically and demographically, body of urban students are encouraged to apply. Candidates will be expected to demonstrate a strong knowledge of the subject(s) consistent with their education and qualifications. Ideal candidates will be familiar with and have experience with inquiry-based academic tutoring.

Specifically, the tutor's duties will entail holding one-on-one, and group, academic tutoring sessions; submitting daily session reports that indicate students' progress via Guttman's Starfish educational technology platform, and staying up-to-date on classroom content by monitoring faculty course websites. Tutors may also engage in on-going participation in professional development.

As a Science Tutor, you must display a proficiency/ability to tutor in the following areas:

- Chemistry concepts including the basics, stoichiometry calculations, atomic and molecular structure, chemical bonding, and gases (Introduction to Chemistry and Chemistry I)
- Biology concepts including introductory concepts, relationships between life forms at NYC, major taxonomic groups, human body and their functions (Introduction to Biology, Biology I, and Human Biology)
- Experience working with a range of language learners in a community college setting
- Work with students individually or in small groups in specific courses or in academic skills areas
- Work specifically with particular instructors, or specific classes, to offer support to a whole class or individuals needing extra support
- For a detailed of Guttman course offerings, please visit the Guttman College Bulletin (<http://guttman.cuny.edu/wp-content/uploads/page-assets/about/college-bulletin-policies/College-Bulletin-2016-2017.pdf>)
- Tutors may be asked to complete work-related projects as requested by their Supervisor

Other Duties

Tutors may develop material for and lead workshops consistent with subject(s) of expertise or building academic skills; conduct classroom visits to introduce self and academic support services, and create supplemental materials to support student development around the subject area. Tutors will support students in preparation for success at Guttman and beyond.

Qualifications

- Bachelor's Degree required, Master's Degree optional in area(s) of expertise
- Preference will be given to those candidates with, or pursuing, a degree in TESOL, Applied Linguistics and Bilingual Education
- Experience in academic coaching or tutoring at a college-level preferred
- Ability to work with students and staff from diverse backgrounds
- Must be an excellent communicator with strong written and verbal skills