

SENIOR TUTOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Coordinator, the Senior Tutor assumes overall responsibilities for directing lab activities and provides tutorial assistance to under-prepared students. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

In the absence of the Coordinators, supervises operation of the lab;

Assesses student needs;

Administers media system diagnostic tests;

Diagnoses student deficiencies in math, reading, and writing;

Sends information to professors as requested (student attendance, content covered, etc.);

Provides technical and content support for all peer tutors;

Provides technical assistance to students regarding all educational software programs available at the tutorials;

Completes bi-weekly reports on assigned students regarding their progress and/or concerns;

Suggests potentially successful study systems to enhance retention;

Brings immediate concerns regarding students to coordinators' attention as quickly as possible;

Attends meets as requested;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of guidance counseling techniques and psychological counseling techniques; knowledge of academic environment and learning techniques; knowledge of motivational psychology; ability to maintain a relationship with the student so as to assist with educational difficulties; ability to communicate and meaningfully; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; sound judgement; integrity; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree*

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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J.C.: Unclassified†
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Job Class Code: H0125
Job Group: H08