

**Job Title**  
**Office/Department**  
**Location (Building)**  
**Supervisor**  
  
**Length of Employment**  
**Job Wage Rate or Range**  
  
**Position Summary**

Content Tutor  
Academic Support and Advising  
Cole Library  
Coordinator of Academic Support and Advising  
Academic Year  
\$7.50/hour for new tutors, \$8.00/hour for returning tutors.  
Content tutors do tutoring one-on-one and in groups as assigned by the Academic Support and Advising office. This can range from 0-8 hours a week. Hours are self-scheduled around the tutor and student schedules. Content tutors apply in the Academic Support and Advising office. They can tutor for classes in which they have received A's and have a reference from a faculty member. They are paid \$7.50/hour because they have unique skills and knowledge base. Returning tutors are paid at \$8.00/hour

**Principal Duties and Responsibilities**

Meet with students individually or in small groups, facilitating conversations on content in the course and clarifying content.

**Knowledge Skills and Abilities**

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Heavy Lifting Required  
**Additional Job Qualifications**

Earned an A in the class and a recommendation of faculty from the appropriate department.

**Expectations**

**Working Conditions**

**Other**