

LSN Tutor – Job Description

Learning Support Network
Seattle Central College

Hourly wage: based on City of Seattle minimum wage and/or relevant experience

The Learning Support Network (LSN) tutor is a student, non-student, or work-study hourly position at Seattle Central College (Central) within the LSN. The LSN includes the BE and SAM Learning Centers, Bruce McKenna Writing Center, and satellite tutoring services. Our locations offer appointment and/or drop-in one-on-one tutoring, embedded and group tutoring, access to computers, study space, and more.

Under the supervision of the Director of the Learning Support Network and the Program Specialist, tutors will be responsible for providing one-on-one tutoring, group tutoring, and workshops to students in their academic subject area(s). Tutors will be expected to be able to work in person/on campus, whether tutoring students in-person or online. In addition, tutors will assist with training and mentoring of all tutors and will assist with marketing and outreach of the tutoring services and learning centers. This hourly position will work primarily during academic quarters when classes are in session, and will typically work between 4-16 hours per week. Some work activities may be assigned online/remotely. Trainings and meetings will be conducted primarily onsite. This position is part of the Libraries, Learning Support and Employee Development division, and is committed to student-centered, equity-producing, antiracist, and accessible tutoring services.

Essential Functions:

- **One-to-one tutoring.** Meet with individual students to assist them with coursework and assignments, mentor them on academic study and college success skills, direct them to relevant campus resources, and promote their self-efficacy as learners.
- **Computer assistance.** Assist students with basic Microsoft Word, Canvas, and other computer applications.
- **Group tutoring.** Lead group tutoring sessions.
- **Embedded tutoring.** Serve as an embedded tutor in assigned class(es), provide one-on-one and group tutoring to students in that/those class(es), and communicate with faculty regarding assignments and coursework.
- **Workshops.** Conduct or assist in facilitation of workshops on academic study skills and other relevant subjects.
- **Outreach and Marketing.** Facilitate classroom presentations to students about tutoring services and resources, participate in hallway tabling, and help create and distribute marketing materials.
- **Assist with facilitation of training and staff meetings.** Help organize and lead training and staff meetings as part of ongoing tutoring professional development.
- **Mentor new tutors.** Help orient new tutors so that can successfully integrate into the learning centers and incorporate best practices when tutoring.
- **Utilize technology tools.** Including Zoom, Starfish, ctLink, Office 365, Microsoft Teams, email, etc.

Qualifications:

(Any Equivalent Combination of Knowledge, Skills, Abilities, Education and Experience)

- Experience tutoring/mentoring/TA-ing/teaching/assisting students either in a formal or informal setting, with any age group
- Completed college level coursework in the selected subject area(s), minimum 2.5 GPA per class
- Demonstrated excellent interpersonal skills; ability to interact with others in a positive, constructive, effective manner
- Consistent access to a functional computer and reliable internet access
- Evidence of successful work as part of a collaborative team
- Demonstrated ability to utilize technology tools, such as Zoom, Microsoft Teams, and Office 365
- Demonstrated ability to work with diverse populations: including English language learners and students with varying English proficiency levels, a variety of racial, ethnic, socio-economic, gender, sexual-orientation, and age identities, neurodiverse and students with differing physical and intellectual abilities, and first-generation-to-college students
- Demonstrate and model a growth mindset