

LSN Tutor – Job Description

Learning Support Network

Seattle Central College - \$17.27/hour

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, IT & BTM Program Tutoring and satellite tutoring services. Our locations offer appointment and/or drop-in one-on-one tutoring, embedded and group tutoring, workshops, study sessions, access to computers and more. Our mission is to provide accessible and quality academic support to Seattle Central students by improving comprehension, increasing competence, instilling confidence and promoting success. The LSN enables students to persist and succeed in their studies and become independent, life-long learners.

LSN tutors typically work between 4-16 hours per week from the second week of the quarter through the day before finals week. The LSN is operational summer, fall, winter and spring quarters and is closed on national holidays and academic breaks between quarters.

Primarily, tutoring is held on campus/in-person in the Learning Centers. Some tutoring may be conducted remotely, accessible via a computer, headset and webcam, through Zoom accounts.

As a Seattle Colleges employee, you will have the opportunity to contribute to the passionate work of Equity, Diversity and Inclusion as we work against systemic racism. Additionally, you will gain the rewarding experience of contributing to the success of an open-access learning institution that prepares students for life and work, fostering a diverse, engaged and dynamic community.

Essential Functions:

- Tutor on campus/in-person, and virtually if needed
- Commit to tutor for two consecutive quarters
- Provide one-on-one tutoring to students
 - Establish rapport with students using effective interpersonal communication methods
 - Assist students with understanding assignments and getting started
 - Review and provide feedback on problems, assignments, papers and homework
 - Use inquiry-based methods to build students' comprehension, self-confidence and sense of control in their learning process
- Mentor students on academic study and college success skills
- Participate in embedded tutoring
 - Attend in-person or virtual class(es) at least once a week
 - Establish rapport with instructor and students using effective interpersonal communication methods
 - Model professional behavior/norms inside the classroom
 - Become familiar with syllabus, assignments and rubrics
 - Access Canvas course materials; reply to discussions, questions as needed
 - Assist with small group breakout sessions; answer questions and/or encourage on-topic conversation
 - Tutor students from the embedded course during tutoring hours; be the 'designated' tutor for the class
- Participate in quarterly LSN meetings and tutor trainings during the quarter
 - Attend the New Employee Orientation

- Attend required new-to-central tutor trainings
 - Additional required trainings administered through Canvas, Zoom or in-person
- Utilize technology tools
 - Communicate regularly via MS Teams and email
 - Access Zoom for virtual tutoring

Required Education, Experience & Abilities:

- Completed college level coursework in the selected subject area(s)*, having earned a minimum 2.5 GPA per class
- Excellent interpersonal skills; ability to interact with others in a positive, constructive, professional manner
- Desire to be of service and help students succeed academically
- Have consistent access to a functional computer and reliable internet access
- Ability or experience working 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
- Belief that all students can be successful learners; demonstrate a growth mindset

*Please see Job Description addendums for tutor prerequisites per subject area