



## Federal Work Study Program Position Description

**NAME OF THE POSITION:** Tutor  
**CLASSIFICATION:** Federal Work Study Program  
**EMPLOYER:** Charles R Drew University  
**DEPARTMENT:** Division of Student Services  
**LOCATION:** Cobb Building  
**WORK HOURS:** TBD  
**RATE OF PAY:** \$15/hour  
**SUPERVISOR:** Dr. Jinny Oh  
**POSITION OPENING:** 1

Provide tutoring to enhance students' academic success in the College of Science and Health (COSH), Mervyn M. Dymally School of Nursing (SON) the College of Medicine (COM). Tutor students in study skills and in subjects related to course requirements. Meet with students in a one-on-one or group tutoring environment to clarify, supplement and enhance course learning materials. Assist students to develop study skills that will aid in successfully completing course assignments and preparing for examinations. Interface with students, faculty and staff.

### Essential Duties and Responsibilities:

- Meet with students on a one-to-one or small-group basis to give learning assistance.
- Maintain a weekly schedule of available hours in the Student Education and Services Center and through the online tutoring services scheduling system for student appointments for tutoring in course content areas and/or learning strategies.
- Keep regular and accurate records of tutoring sessions using the required software and/or relevant form
- Visit applicable classes at least once to make contact with faculty members and to obtain any necessary course syllabi or materials.
- Attend tutor training sessions as required by the Retention Coordinator or the Dean's Office.
- Attend workshops as needed to obtain necessary certification.
- Assist with additional duties as needed; for example, organizing materials, performing student data collection and data reporting, or other duties.
- Provide requested reports and/or updates on tutoring.

### EDUCATION:

- Regionally accredited bachelor's degree or equivalent of combined education.
- Must be in good academic standing at a regionally accredited college or university.
- Must have completed at least 12-18 units in the assigned content area.

**EXPERIENCE:**

- Completion of the applicable course or courses related to the subject matter with a grade of “B” or above.
- Good English-language communication skills.
- Good interpersonal communication skills and ease in relating to people from varying educational, cultural, and social backgrounds.
- Reliability and punctuality.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Occasionally required to work in a confined space.
- Ability to work effectively with a diverse community.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Occasional stooping, frequent standing, constant sitting, walking, reaching high/low levels, finger movement, feeling, speaking clearly, hearing conversationally, and seeing far and near.

**MENTAL DEMANDS:**

- The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Frequent variety of unrelated tasks. Constant calculating, interrupted work, a variety of interrelated tasks, and use of sustained concentration, reasoning, judgment, resourcefulness, analytical ability, and ingenuity.