

Job Title: OPS Tutor

Compensation: \$15.00 - \$15.00

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level I

Position Summary:

The ideal candidate will be a bright, dependable and ambitious professional with excellent interpersonal skills. Candidates will possess curriculum knowledge to provide effective and concise instruction to students of all ages. Contribute to the creation of an engaging and productive learning environment. Participate in positive interactions and establish a high level of confidence and program value.

- Providing academic support and encouraging students to become independent learners;
- Cultivating and maintaining an environment that is conducive to student learning.

Requirements:

Education:

Associates degree required, Bachelor's degree preferred

Experience:

Experience in area of tutorial discipline.

Knowledge:

- Ability to convey knowledge of tutorial discipline to others in a practical and comprehensive manner;
- Computer proficiency in basic computer applications, such as Microsoft Office and the Internet.

Skills:

- Patience in working with students whom learning may not come easily;
- Ability to work independently as well as with others;

- Ability to recognize and respond to individual differences of students from a culturally diverse student population;
- Willingness to make students active partners in the learning process;
- Ability to pay close attention to detail as well as the possession of good judgment and a strong work ethic;
- Ability to communicate effectively with others both verbally and through written skills;
- Ability to positively represent the department.

License:

None.

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