Job Title
Irvin Hall Student Resource Center Academic Tutor
Part-time position ranging from 10 - 20 hours per week

General Statement of Duties
The Academic Tutor is responsible for providing customer service by assisting Highland Community College students with their academic needs. This can include, but is not limited to, assisting students with homework assignments, studying for tests, proofreading papers, providing additional instruction of concepts taught in class, and assisting students with computer usage. A tutor will also perform daily duties needed for the smooth operation of the Resource Center.

Primary Responsibilities
- Assist students with their academic and computer needs. This includes tutoring in a variety of subject areas.
- Conduct study groups.
- Provide students with transfer information and other resources.
- Provide general information about Highland Community College policies and procedures.
- Maintain confidentiality of all students that utilize the Resource Center.
- Assist students with photocopy needs.
- Maintain a clean and organized resource center.
- Answer the telephone and take accurate messages.
- Calculate total time of each student's stay in the resource center.
- Attend all staff meetings.
- Promote the features of the resource center to visitors.
- Assist the Irvin Hall Resource Center staff.
- Other duties could include but are not limited to; posting flyers, maintaining bulletin boards, processing college information, etc.

Abilities and Skills
- Ability to work with a wide range of students, faculty and administrators.
- Possess a service oriented and positive attitude toward the students, faculty, and community people who interact with Highland Community College.
- Maintain a 3.5 overall GPA, and a good understanding of college level academics.

Meetings/Training Sessions
- Tutors will have required training sessions in the spring semester, during the summer and before the fall semester begins.
- **Tutors are part of the HCC Student Leadership Team and participate in monthly meetings, Student Government and community service.**