



Coastal Bend COLLEGE

Position Title: Nursing Tutor

Location	All
Hours	Up to 19 hours a week minimum
Security Sensitive	Yes
Division	Instruction
Salary	\$12/hour
Department	Workforce
Reports to	Respective Dean/Assistant Dean

I. Education Requirements

Vocational Nursing Level I Certificate or Associate of Applied Science in Nursing.

III. Qualifications

Must have received a B or higher on the subject that they are tutoring or have 1 year of experience in the nursing field.

IV. Essential Functions:

To assist and reinforce student learning by teaching students various methods to study and clarifying concepts that may be confusing to students.

V. Job Responsibilities

- Ensures students sign in at each tutoring session
- Schedules tutoring appointments with students
- Review class material with students by discussing text, working solutions to problems, or reviewing assignments
- Provide feedback to students using positive reinforcement techniques to encourage, motivate, and build confidence in students
- Collaborate with nursing faculty to ensure proper reinforcement of material



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- Teach students study skills, note-taking skills, and test-taking strategies.

VI. Other Responsibilities

Participate and provide information as needed for performance report/program review.

VII. Travel Requirements:

May have minimal travel.

VIII. Physical Requirements:

None

IX. Environment:

Office and classroom environments.

I have been presented with the job description for the above position of

Nursing Tutor

I have reviewed and discussed the requirements for this position with my supervisor and/or Human Resources personnel and I agree that I understand and can perform the functions required of Faculty.

Print Name

Signature

Date



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