



Coastal Bend COLLEGE

Position Title: Student Service Tutor

Location	Pleasanton
Hours	As needed (part-time temporary)
Security Sensitive	Yes
Salary Range	\$8.00-\$10.00
Division	Educational
Department	Student Services Programs
Reports to	Advisor of Student Services
Revised Date	11/3/2017

II. Education Requirements

High School Diploma or G.E.D. preferred; successfully completed course in which will be tutoring

III. Qualifications:

Determined by Advisor of Student Services.

High School Student Tutors: Has received a B or higher in subject or passing scores on test student is tutoring. Has a letter of recommendation from a teacher in the area tutoring or student's high school counselor for test scores.

College Student Tutors: Has a high school diploma and has a B or higher in the subject student is tutoring, in good standing at the college, and/or passing scores on test student is tutoring. Student with prior experience will be considered first.

IV. Essential Functions:

The Student Tutors are responsible for the tutoring of Student Service students only.



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V. Job Responsibilities:

Insures each student signs in at each tutoring session.

- Tutors student's in school subjects, college course work, and for ACT/SAT/TSI/STARR tests as needed.
- Arranges tutoring schedule for each student.
- Meets with student at locations approved by the Director.
- Notifies the program and student when unable to meet with students.
- Completes monthly student evaluations for each student.
- Turns in all paperwork in a timely manner to the Secretary.
- Turns in timesheets as per CBC Human Resources office Requirements.

VI. Other Responsibilities:

Will participate and provide any information required for the Student Service Annual Performance Report

VII. Travel Requirements:

May have minimal travel to campus, program schools, or public library.

VIII. Physical Requirements:

Must be able to lift up to 40 pounds.

IX. Environment:

Office, Public Library and classroom environments as approved by Director.



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I have been presented with the job description for the position of: ***Student Service Student Services.***

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____