



Student Employment Job Description

Job Title: CIS2100 Hardware and Software TA/Peer tutor

Position Type: Part Time

Position Reports to: Rashad Joiner

Department Name: Center for Student Success

Location: TBD

Position Overview: Provide and help to integrate effective learning and study strategies for their assigned students, while at the same time helping to clarify and/or reinforce course content, assignments and material.

Responsibilities and Duties:

- Attends classroom sessions and records notes from in-class lectures. For web-based or hybrid classes, this includes being responsible to be aware of online content and interaction.
- Maintains weekly office hours to communicate in person with students as needed.
- Receives and promptly responds to student inquiries regarding assignments and course material.
- Create and maintain a tutoring schedule convenient to both tutor and tutee.
- Make appropriate student referrals to college offices, departments or professionals, when necessary.
- Demonstrates respect to and cooperation with the course instructor inside and outside of the classroom.
- Maintain strict confidentiality of all student information, material, and discussions shared in the tutoring relationship.
- Performs other duties as assigned by course instructor.

Requirements:

Knowledge of course subject

Good academic standing

The employee may be asked to perform duties not listed in the job description but which are considered to be essential to the employment position.