

Tutor I-V - Mathematics - Hourly  
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=164599>

Downloaded On: Nov. 30, 2021 11:34pm

Posted Aug. 5, 2021, set to expire Dec. 5, 2021

**Job Title** Tutor I-V - Mathematics - Hourly

**Department**

**Institution** Austin Community College District  
Austin, Texas

**Date Posted** Aug. 5, 2021

**Application Deadline** Open until filled

**Position Start Date**

Available immediately

**Job Categories**

Professional Staff

**Academic Field(s)**

Sciences - Math

**Apply Online Here** [https://eapps.austincc.edu/ehire/posting/online\\_version.php?job\\_num=2108012](https://eapps.austincc.edu/ehire/posting/online_version.php?job_num=2108012)

**Apply By Email**

**Job Description**

Position Information

Location San Gabriel Campus

Note: Learning Lab

Hours Up to 19 hours per week as assigned.

Salary \$15.00/hr

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### FLSA Status Non-Exempt

Reports To Manager, Learning Lab

Criminal Background Check Pre-employment criminal background checks are required for all Staff and Faculty positions. Pre-employment urinalyses drug screens are also required for all top candidates considered for positions in ACC's College Police department.

### General Statement of Job

To provide support to students through the provision of individual and/or group tutorial services.

PLEASE NOTE: Hourly rates for this position vary from \$15.00/hour to \$18.75/hour depending on education and experience and level needed for this position.

### Information for This Posting Only

Note: This position is for Mathematics tutoring.

### Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Tutors students according to set priorities and academic goals.

Provides assistance to students on a one-on-one or group basis in the subject discipline, college study skills, and Learning Lab resources.

Organizes supplemental learning materials.

Provides feedback on student progress.

May assist with research, development, delivery, and evaluation of specialized tutoring services and/or resources for tutorial activities.

May lead study groups in the subject matter.

### Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Tutoring techniques, standards, and supplemental learning materials for individual and group tutoring. Learning Lab services.

Processes and resources for organizing and leading study groups.

### Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Maintaining an established work schedule.

Maintaining confidentiality of work-related information and materials.

Effectively using interpersonal and communications skills including tact, patience, and diplomacy.

Effectively using organizational and planning skills with attention to detail and follow-through.

Understanding and following instructions precisely.

Providing quality tutorial services to groups and individuals and providing feedback regarding student performance and/or progress.

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Establishing and maintaining effective working relationships with individuals from diverse backgrounds, including students, fellow tutors, and faculty.

Maintaining a positive work atmosphere by acting and communicating in a manner that promotes good relations with students, co-workers, and staff.

### Technology Skills

Demonstrated proficiency using standard office software applications.

### Required Work Experience

For all Tutor levels: one semester related work experience.

### Preferred Work Experience

Tutor I: Some college course work in the discipline.

Tutor II and III: At least one year related experience to the discipline.

Tutor IV: Significant related work experience and expertise in discipline.

Tutor V: Significant experience and expertise or related experience and expertise for difficult-to-fill or very specialized discipline.

### Required Education

Degree or substantial undergraduate coursework in the discipline, and demonstrated competence in the subjects that will be tutored.

### Preferred Education

Tutor I: Associate degree.

Tutor II: Associate degree in the discipline or related field.

Tutor III: Associate degree or Bachelor's degree in discipline or related field.

Tutor IV: Bachelor's degree or Master's degree in discipline or related field.

Tutor V: Appropriate degree in specialized area.

### Physical Requirements

Work is performed in a learning lab environment on campus in an academic setting.

Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.

Occasional lifting of objects up to 20 pounds.

### Safety

Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

### ACC Benefits Overview

Full-time Faculty and Staffing Table employees who work in full-time and/or part-time positions at the College are eligible for ACC medical benefits effective the first of the month after their first 60 days of employment. Benefits include medical, dental, life insurance, short and long term disability, retirement plans and AD&D.

ACC does not participate in Social Security. ACC participates in the Teacher Retirement System of Texas (TRS) and the Optional Retirement Program (ORP-Faculty Only). Part-time and Hourly



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employees participate in the ACC Money Purchase Plan (ACCMPP) as a retirement program required by Federal law.

### Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC as its discretion to enable individuals with disabilities to perform the essential functions.

Austin Community College provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

As required by the US Department of Education, employees are required to report violations under the Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact