

Part-Time Tutor, Accounting
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=242646>

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Posted Aug. 2, 2024, set to expire Mar. 28, 2025

Job Title Part-Time Tutor, Accounting
Department H.S.I. STEM Grant
Institution Lee College
Baytown, Texas

Date Posted Aug. 2, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Business

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Job Description

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Part-Time Tutor, Accounting

Salary: \$14.33 - \$20.98 Hourly

Job Type: Part-Time

Job Number: FY2300457

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

Position Overview

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Act as tutor/lab monitor and assist students in the use of various software applications; maintain all usage statistics and enforce college and lab use policies; required to stay up-to-date with technology; supervise student assistants; work directly with faculty and student divisions to coordinate additional services.

Essential Duties & Responsibilities

- Provide tutoring in Accounting.
- Promote on-campus tutoring services through word of mouth, classroom announcements, email communication, flyer distribution, and by using online appointment system.
- Work in a small group setting to answer questions and to provide study strategies to aid in the understand of course content.
- Collaborate with instructors and other Peer Educators.
- Maintain the privacy standard in terms of protecting personal information of the students they tutor and serve.
- Assist with front desk duties by greeting visitor of the Learning Hub, assist students with sign-in, answer phones, make tutoring appointments, and keep area clean.
- Perform opening and closing duties as needed.
- Keep up-to-date on skills and coursework for subjects that will be tutored.
- Maintain accurate records of tutoring sessions/schedules.

Additional Duties & Responsibilities

- Attend mandatory group and advisory meetings.
- Comply with Lee College policies and procedures
- Promptly report problems or concerns to Learning Hub supervisor.
- Prepare monthly Time and Effort Reports.
- Other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Must have completed Principles of Accounting I and II (ACCT 2401 & 2402) or equivalent with an earned grade of B
- Cumulative GPA of 3.0

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- Great customer service skills, friendly, patient, and sensitive to a diverse group of students
- Must possess excellent written and verbal communication skills
- Must exhibit patience and a positive attitude to establish an encouraging learning environment
- Adaptable to fast-paced work environment
- Ability to commit to a minimum of 12 hours per week during the academic year
- Ability to work with students one on one and in small groups
- Possess excellent communication, leadership, and interpersonal skills
- Must be able to accept feedback for development and growth
- Must be willing to seek assistance when needed
- Must be able to work interpedently to prepare for tutoring sessions
- Basic knowledge of Microsoft Office Applications
- Must be punctual for all scheduled tutoring sessions
- Maintain a high level or professionalism

Preferred:

- Completed Principles of Accounting I and II (ACCT 2401 & 2402) or equivalent with an earned grade of A
- Ability to commit to a minimum of 15 hours per week during the academic year
- Be majoring or hold a degree in a related accounting field and have a cumulative GPA of 3.0

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4602336/part-time-tutor-accounting>

Contact Information

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

Contact

N/A

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