Tutor II - English/Writing/ESOL
Austin Community College

Job Title	Tutor II - English/Writing/ESOL
Department	Staff
Institution	Austin Community College
	Austin, Texas
Date Posted	Mar. 5, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Undergraduate Education
Apply Online Here	https://apptrkr.com/6049166
Apply By Email	
Job Description	

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

If you are a current Austin Community College employee, please click this link to apply through your Workday account.

Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
Tutor II - English/Writing/ESOL

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

Job Description:
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.

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KnowledgeMust 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.

SkillsMust 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.
- 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 II: At least one year related experience to the discipline.

Required Education

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

Preferred Education

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

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.

Pay Rate

$24.10/hour

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Number of Openings:
1

Job Posting Close Date:
March 17, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under 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.

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 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 at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/San-Gabriel-Campus/Tutor-II---English-Writing-ESOL_R-7403-1

Contact Information

Contact

Staff

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