

Tutoring Specialist - English/Writing Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262364>

Downloaded On: Sep. 11, 2025 3:34pm

Posted Sep. 11, 2025, set to expire Nov. 29, 2025

Job Title Tutoring Specialist - English/Writing
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Sep. 11, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Humanities - English

Apply Online Here <https://apptrkr.com/6559987>

Apply By Email

Job Description

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Tutoring Specialist - English/Writing

Austin Community College

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.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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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:

Tutoring Specialist - English/Writing

Job Description Summary:

To provide academic support to students through the provision of individual and/or group tutorial services; coordinates with students, lab tutors, and faculty regarding tutorial services.

Job Description:

Description of Duties and Tasks

- 1) Tutors individual students or groups in designated areas of specialization, including college study skills; includes students that are deaf or hard of hearing.
- 2) Organizes and leads study groups for subjects in high demand; organizes textbooks and/or supplemental learning materials as required.
- 3) Assists in promoting maximum use of the Learning Lab resources and computer lab, including

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conducting classroom visits and communicating with faculty.

4) Researches resources used for implementing tutorial activities.

5) Provides feedback to faculty, Student Services and Student Accessibility Services (SAS) as appropriate, regarding student performance and progress.

6) Assists in developing and implementing tutor training in area of specialization; coordinates peer tutors in designated subject area.

7) Provides assistance with developing, delivering and evaluating programs and services in area of specialization.

8) Provides assistance with new hourly employee orientation as required.

Knowledge

- * Individual and group tutoring techniques and standards.
- * Learning Lab services.
- * Processes for organizing and leading study groups.
- * Supplemental learning materials.

Skills

- * Maintaining an established work schedule.
- * Maintaining confidentiality of work-related information and materials.
- * Effectively using interpersonal and communications skills including tact and diplomacy.
- * Effectively using organizational and planning skills with attention to detail and follow-through.
- * Providing quality tutorial services to groups and individuals.
- * Leading and organizing study groups.
- * Promoting Learning Lab services.
- * Providing feedback regarding student performance and/or progress.

Technology Skills

- * Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- * Two years related work experience.

Required Education

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* Bachelor's degree. Experience cannot be substituted for education.

Other Preferred Qualifications

* Recent experience or practice working with subject material from area of specialization.

Physical Requirements

- * Work is performed in a standard office or similar environment.
- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- * Occasional lifting of objects up to 10 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.

Salary Range

\$47,840 - \$54,567

Number of Openings:

1

Job Posting Close Date:

September 18, 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.

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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/Riverside-Campus/Tutoring-Specialist---English-Writing_R-8018

Contact Information

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

Contact

Staff
Austin Community College

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