



Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

POSITION JOB DESCRIPTION

POSITION TITLE:.....Math Tutor (South) Learning Activity Center
DEPARTMENT:Title V Program / VP for Resource Development
PERSONNEL GROUP:.....Classified
POSITION GRADE: 14 (Part-time)
POSITION STEP: _____
EMPLOYEE NAME: _____
POSITION REPORTS TO: Title V Activity Director and LAC Manager
REVISION APPROVED BY:..... Dr. Nora R. Garza
(Minimum approval level: Departmental Supervisor and Above)
REVISION/APPROVAL DATE: ...January 22, 2008

EDUCATIONAL REQUIREMENTS:

Current LCC Student

BASIC FUNCTION AND RESPONSIBILITY:

The Learning Activity Center (LAC) serves Title V students needing assistance in subject matter or improving skills necessary for effective university-level learning. The LAC provides support and workshops that enrich the College regular academic curriculum.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. The Learning Activity Center Tutor will assist students with one-to-one reviews and group explanations of assignments.
2. Tutors will also help students understand what the instructor expects, clarify information presented by professor/instructor.
3. Provide additional practice problems to reinforce concepts, and guide students to appropriate supplemental material for added explanations.
4. Tutors must complete a daily reflection, hour and activity log due at the end of each day.
5. Maintains logs while keeping students' **confidentiality**.
6. Performs other duties as assigned by the Title V Activity Director and Learning Center Manager.

EXPERIENCE:

Tutoring experience preferred; Recommendation from an instructor of specific area being tutored preferred.

SKILLS, KNOWLEDGE, ABILITIES:

LAC Tutors must exhibit:

- Effective, positive and clear face-to-face communication
- Solid independent and collaborative work ethics
- Professional demeanor at all times in attitude and dress
- Basic computer and AV equipment skills
- Responsibility, dependability, and punctuality

Prerequisite for employment

- Strong academic record with a GPA of 3.0 or better
- Upperclassman or graduate standing
- Ability to keep work schedule of 19 hours a week
- Ability to communicate effectively orally and in writing.
- Available for regularly scheduled meetings and trainings when necessary

LICENSES/CERTIFICATES: None

PHYSICAL REQUIREMENTS:

Walking, standing, lifting, carrying, and bending. Required to lift items weighing 20 pounds. Clear speech for modeling with students.

WORKING CONDITIONS:

Inside Work-in a well lighted and air conditioned area most of the time .

SPECIAL CONDITIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

LAC Tutor

Print Title

Print Name

Title V Activity Director

Print Title

Employees Signature and Date

Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.