| Date | Position # | Position Title  | reports to: |
| --- | --- | --- | --- |
| 9/25/2024 | PLTUTR | Part-time Academic Professional Tutor – Business, Accounting, Economics  | FA9598 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Academic Affairs | Learning Commons | Based on Professional Tutor Salary Schedule | 25-3000 | 6 - Part Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** MAHE | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
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| **Individual Position:** [ ]  | **Full-Time (40 hrs/wk):** [ ]  | **Part-Time:** [x] up to 28 Hrs/Week | **Pooled Position:** [x]  | 18.34 FTE **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| Part-time Academic Professional Tutor is responsible for ensuring that students receive persistent, proactive, tutoring, mentoring, and learning support throughout their enrollment in Lansing Community College, with a focus on learning outcomes for student success – retention, persistence, and completion. Work assignments may be scheduled on campus Fall, Spring, and Summer semesters, with evening and weekend assignments during Fall and Spring semesters to best serve students. They will participate in department training, tutor training and professional development, mentoring and annual peer reviews. Professional Tutors may be a liaison for academic programs in assigned subject areas and/or career communities. In all duties this position must demonstrate the ability to work effectively with a diverse population of students and colleagues, in a team-based environment, seeking continuous improvement and be fully committed to the mission and values of Lansing Community College and adherence to the community college philosophy.  |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| None |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| **80%** | **1** | **Tutorial Instruction and Academic Support –** Serve as Professional Tutor and liaison for academic programs in assigned subject areas and/or career communities. Provide tutorial services up to 28 hours each week as regularly scheduled on campus during the Fall semester (16 weeks), Spring semester (16 weeks), and Summer semester (8 weeks up to 12 weeks) as needed for students enrolled in LCC courses.* Ensure implementation of established curriculum and provides excellent support for students in their pursuit of established expectations, developing plans that promote the development of higher-order thinking skills in the instructional process.
* Utilize varied instructional modes including Face–to–Face, Virtual, and Hybrid, during assigned Studio Walk**–**In/On**–**Demand Tutoring, individual appointments, small group sessions, and workshops to support student success.
* Assess student’s learning to initiate and maintain proactive tutoring, mentoring, and encouragement to students to keep them engaged in successfully advancing their education and facilitate students’ becoming self-advocating and independent learners.
* Understand and successfully adapt tutoring to meet students where they are using various learning strategies, techniques, and current technologies.
* Work with Learning Common’s administration and teaching faculty in the assigned academic programs to develop and coordinate comprehensive tutoring opportunities in course subject areas that incorporates content area skill development, study skill enhancement, and best practices in subject area tutoring methods and strategies.
* Develop materials related to content area tutoring, general academic skills and techniques of study for delivery of tutorial services for both the college community and for students to increase knowledge and application of course content.
* Proactively anticipate and identify appropriate interventions and promptly connect students to relevant academic and other College resources (e.g., academic success coaches, academic advisors, professional counselors, ACCESS Services, career and employment services, etc.)
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| **15%** | **2** | **Professional Activities –** Must consistently participate in assignments and commitments in support of the department and College initiatives. Maintain accurate records of tutorial services, academic resources, and work assignments using department and college processes and procedures.* Student Contact Logs will be maintained daily to monitor students’ attendance and participation, and track students’ progress toward completion of learning goals on a current or “real time” basis to assure academic persistence and success.
* Work Logs and Timesheet will be maintained daily.
* Assist administration to monitor, track, and report efficacy of tutorial services and academic resources in achieving student success with the goal to increase persistence, retention, and completion rates.
* Communicate effectively in a timely and thorough manner, regularly monitoring and responding to communications by email, phone, Webex, Desire-To-Learn (D2L) and other College approved systems.
* Actively promote department and College services and resources. Participate in the department’s Ambassador Program through a variety of communication modes including classroom visits, email, website, digital and social media campaigns.
* Other duties as assigned
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| **5%** | **3** | **Professional Development, Growth a**n**d Traini**n**g –** Seek continuous improvement in areas of expertise, skills, and learning. * Maintain knowledge of current developments in assigned subject areas, striving to be on the cutting edge of professional content knowledge and methodology.
* Demonstrate continuing engagement with learning and scholarship to incorporate new knowledge into tutorial instruction and delivery of academic support services.
* Participate in department training, tutor training and professional development.
* Participate in mentoring with colleagues and annual performance reviews as assigned.
* Attend and participate in department in-services, approved conferences and workshops provided by LCC. Encourage utilizing other resources for professional development and growth.
* Complete and maintain College training, professional certifications, and licensing as required.
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| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
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| **KNOWLEDGE:** Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required in your job* Knowledge of adult learning theory and practical tutoring/learning procedures, practices and application of the Socratic Method
* Knowledge of effective on-line instruction practices
* Knowledge of group training and facilitation
* Knowledge of current technologies as they relate to instructional practices
* Understand confidential issues and compliance with confidentiality laws and regulations.

**COMMUNICATION/INFLUENCE:** Requirements for listening, verbal communication and/or written communication with others, and/or for educating, training, persuading, serving and/or otherwise influencing “customers”.* Effective, professional, and academic college-level oral and written communication skills.
* Effective active listening skills
* Coaching and counseling skills to encourage staff and students to pursue academic and professional growth
* Conflict resolution skills
* Incorporating cultural, disability, and individual differences into communications

**PROBLEM SOLVING:** Thinking required by the job for evaluating, analyzing, creating, and reaching conclusions and the need to identify obstacles and develop applicable solutions.* Ability to think creatively, continually seeking out new methods for delivering and maintaining tutorial services.
* Take initiative and independently perform a variety of duties and balance multiple priorities on a continuing basis.
* Use critical thinking skills to analyze a situation and respond appropriately.
* Ability to learn new systems and processes quickly.
* Handle or redirect student complaints and see them through the process.
* Accurate and thorough follow though to meet student needs in a timely manner.

**LEADERSHIP:** Required ability to manage people, department(s) and/or operations and/or provide guidance /counsel to others.* Represent the Learning Commons department as a Lead Professional Tutor in a professional manner that creates respect and confidence.
* Be a self-starter, assume responsibility for tasks without direct supervision and provide follow through on projects.
* Manage workload and priorities in a fast paced, dynamic environment.
* Ability to create and maintain a collaborative environment.
* Ability to keep current to meet changing service needs.
* Ability to coach, mentor, motivate and develop students.

**OTHER:** Other applicable skills and abilities not mentioned above.* Tutoring and/or teaching experience.
* Ability to work effectively with a diverse population of students and colleagues.
* Proficient organizational skills to effectively lead face-to-face, virtual, and hybrid tutoring initiatives.
* Proficiency with current academic technologies, applications, software, Email, and internet (e.g. Windows, Microsoft Office Suite (focus on Outlook, Word, and Excel), Banner, Desire To Learn (D2L), WebEx)
* Excellent attention to detail; complete confidential and accurate documentation as required in a time manner
* Utilize effective time management skills.
* Work effectively in a team environment and independently as needed.
* Ability to adapt and manage constant change.
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| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
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| **Required*** Bachelor’s Degree from a regionally accredited college or university, or education equivalent to a Bachelor’s Degree in the field(s) of: Business, Accounting, Economics or related field
* Tutoring experience, or supplemental instruction, or learning assistant, or teaching assistant, or academic coaching, or teaching experience
* Experience using Microsoft Office Applications with proficiency using Outlook, Word, and Excel
* Available to work on campus a minimum of 12 hours up to 28 hours per week throughout the academic year, including evening and weekend assignments Fall and Spring semesters

**Preferred*** Master’s Degree or higher Degree from a regionally accredited college or university
* College-level tutoring experience, or supplemental instruction, or learning assistant, or teaching assistant, or academic coaching, or teaching experience
* Multi-disciplinary academic background or experience
* Tutor Certification or Teacher Certification
* Teaching Online / Virtual Instruction Certification or equivalent demonstrated experience
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| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Asma Afzal **Supervisor’s Signature:** Asma Afzal **Date: 8/15/2024**

**Supervisor’s Name:** Ivana Lambaria **Supervisor’s Signature:** Ivana Lambaria **Date: 8/15/2024**

**Director’s Name:** Cindy Storie **Director’s Signature:**  **Date: 8/15/2024**

**HR Rep:** Sydney Glasscoe **HR Rep Signature:**  **Date:** 9/5/2024

# ADA COMPLIANCE JOB DESCRIPTION CHECKLIST (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** NEW & PLTUTR **Date:** **8/15/2024 Supervisor’s Position #:** FA9904 or FA9598

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[x]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[x]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[x]  Depth perception (3 dimensional vision, judge distances, space)

[ ]  Color vision (distinguish colors)

[x]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[ ]  Kneeling

[x]  Reaching

[ ]  Balancing

[ ]  Crouching

[x]  Grasping

[ ]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[x]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[x]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[ ]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises