

## River Valley Community College

### Tutor Job Description

The tutoring program at River Valley Community College is design to assist currently enrolled students in a variety of academic content areas. In addition to being well-versed in a content area, tutors are expected to maintain a high level of professionalism and confidentiality at all times and uphold academic integrity in their work with students.

Students enrolled in River Valley Community College courses are eligible for free tutoring provided by the college. Students are allowed **one hour of tutoring per course per week** contingent on tutor availability. Students may seek additional tutoring through group study or drop-in service when available. The tutor and student arrange dates and times of tutoring sessions. Tutors should conduct themselves as a role model while they are on duty. This includes exhibiting a professional manner at all times while on duty.

### Tutor Responsibilities

- Be skilled in a specific content area. For peer tutors, this means earning a grade of “B” or better in a course. For master tutors, this means holding a degree in that content area.
- Maintain an up-to-date schedule, including any time off or absences.
- **All** students receiving tutoring must be approved by the Tutor Coordinator **before** tutoring begins.
- Contact students within 24 hours of receiving contact information to arrange sessions.
- Inform the Tutor Coordinator immediately if you are unable to tutor the student that has been assigned to you.
- Provide contact information to the student. You must use your @ccsnh.edu or @students.ccsnh.edu email for **all** communications regarding tutoring.
- Report on appointments via email to the Tutor Coordinator by making short, thorough, notes about the session including what general areas and topics were covered.
- Record and report no-show appointments or last minute cancelations.
- Maintain confidentiality of sessions and discussions.
- Refrain from commenting on faculty member’s teaching style or grading policy.
- Be welcoming of students regardless of culture, place of origin, gender expression, religious expression, etc.
- See the Tutor Coordinator if you are having any issues with your student including, but not limited to, missed appointments, unpreparedness or inappropriate behavior.
- Make the Tutoring Coordinator aware of any alterations to the originally agreed upon schedule.
- Tutors must record all students who attend tutoring sessions regardless of if the session is one-on-one, drop-in, or group study.
- Submit a completed timesheet to the Tutor Coordinator on time, which is by 8:00pm on the last Thursday of each payroll week.
- Notify the Tutor Coordinator if you are unable to attend a tutoring session 24 hours ahead of time by calling (603) 542-7744 ext. 5524.
- **DROP-IN TUTORS:** Once the semester begins, the tutor is committed to continuing to host sessions at the same time and day each week for the entire semester.

## **Employment**

Tutors are hired on a contingent, semester-by semester basis. The need for tutors is determined prior to the start of the upcoming semester and tutors are hired according to that need.

## **Pay Rates**

The rate of pay that a tutor receives is based on the level of the highest degree attained by the tutor.

I understand and will comply with the duties listed above.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Community College System of NH does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, gender identity and expression, genetic information, veteran status, sexual orientation, or marital status.