

## Learning Assistance Services Job Description

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**Terms of Employment:** Part-time hourly position; approval by SWC Governing Board required.

**Position Requirements:** Level I

- Applicants must turn in a completed Tutor Application to the Academic Success Center, including a written recommendation from a SWC faculty member in the subject area in which they desire to tutor.
- Applicants not attending SWC must submit a written recommendation from a faculty member or equivalent resource personnel.
- Applicants must maintain an overall GPA of 3.0 or better and have a grade of 'A' in the subject(s) they tutor.
- Upon hire, tutors must complete Title V mandated Level 1 tutor training course.
- Successfully complete 2- unit tutor training course ED 100.

Level II

- Level I requirements listed above
- Applicants must complete SWC tutor training ED 100 and either ED 101 or ED 102.
- Level 2 tutors must have at least 1 1/2 years of prior tutoring experience or equivalent.
- Applicants with advanced degrees may begin employment as a Level 2 tutor.

Level III

- Level I and II requirements listed above
- Applicants must complete SWC tutor training ED 100 and either ED 101 or ED 102.
- Level 3 tutors must have at least 3 years of prior tutoring experience or equivalent.
- Applicants with advanced degrees may begin employment as a Level 3 tutor.

**Knowledge and Abilities:**

- Demonstrate effective written and spoken communication skills
- Work effectively with individuals in one-to-one, open-lab, and group settings
- Show awareness of and sensitivity to cultural diversity
- Follow stated policies and procedures
- Complete all required paperwork, especially Tutor Diary entries for students served.
- Show ability to establish and maintain cooperative and effective relationships with students, faculty, and staff
- Ability to maintain confidentiality
- Show awareness of and sensitivity to cultural diversity

**Duties:**

- Assist students by providing academic support in as signed subject areas following the 12-Step Tutor Cycle. Focus is on assisting students to become independent learners.
- Complete mandatory weekly paperwork associated with tutorial positions which include but are not limited to weekly tutor diaries, appointment slips, evaluations (various types), Student Learning Outcomes surveys, LAS Surveys, etc.



- Individual tutorial sites may assign other duties to tutors when they are not working with tutees. However, these tasks are secondary to providing students.



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### Level II

- Level I duties listed above
- Work with Level 3 tutor to schedule and assist with study groups for special populations or specific disciplines or courses.
- Assist with discipline workshops as needed.
- Individual tutorial centers may assign other duties to tutors when they are not working with tutees. However, these tasks are secondary to providing students with academic support, must be reasonable, and cannot include grading of student work.

### Level III

- Level I and II duties listed above
- Mentor Level I and II tutors. Assist with questions regarding LAS tutoring methodologies and best practices that entry level tutors may inquire about.
- Assist Discipline Coordinator(s) with special projects related to tutoring in assigned content area(s).
- Record all important occurrences at tutorial lab/centers and inform the LAS Coordinator of these incidents as necessary
- Explain and enforce all aspects of LAS policies and regulations to SWC staff, students, faculty and community members
- Participate in various meetings with the LAS and work site staff
- Individual tutorial centers may assign other duties to tutors when they are not working with tutees. However, these tasks are secondary to providing students with academic support and must be reasonable, and cannot include grading of student work.

**Salary:** Levels I—III \$13.00-\$25.00<sup>1</sup>

**Work Schedules:** Day and hourly assignments will vary and are established by the Tutorial Center Coordinator and discipline faculty coordinator. Starting dates are the second week of the semester or as funding is made available.

### **Application Deadline:**

Open until filled

- Submit Tutor Application to the Tutorial Center Coordinator Email completed packet to [SWCTutorApplications@swccd.edu](mailto:SWCTutorApplications@swccd.edu)
- Applications for open positions are considered in the order in which they are received.
- Submission of this application does not guarantee employment with LAS.

If you have any questions, please contact Andrew C. Rempt at (619) 421-6700 (6579) or [arempt@swccd.edu](mailto:arempt@swccd.edu).

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<sup>1</sup> Salary changes occur dependent on minimum wage raises. Base level I tutors are always paid \$1.00 above minimum wage. Academic degrees of Bachelor or higher also impact hourly wage.