



Position Title: Tutor Pool

Department: Learning Services

Work type: Hourly PT Staff

FLSA: Non-exempt

Term of Employment: Varies by instruction term. 4-16 hours per week. Hours fall between 10:00 AM-8:00 PM Monday-Thursday, with possible Saturday hours 9:00 AM-3:00 PM Saturday.

Compensation Band: \$20.00-\$30.00 depending on qualifications

Organizational Relationship: Reports to the Director of Library and Learning Services

Location: Tillamook, OR

College and Area Information:

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves nearly 2,000 students per year.

Tillamook, OR is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are a short car ride away. Tillamook County is nestled between the coast mountain range and the amazing Pacific Ocean, as well as many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small town appeal with a friendly feel and is ready to be home to your next career and adventure.

Vision, Mission, and Values:

Vision: TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

Mission: TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

Values: Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

**Relationship-Oriented
Innovative**

**Student-Centered
Equitable
Scholarly Excellence**

TBCC Equity Statement:

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

Professional Tutor:

Under the direction of the Director of Library and Learning Services and in collaboration with the Tutoring and Testing Specialist, tutors help students learn and successfully complete their educational goals. Professional Tutors work with students, and their individual learning styles, to reinforce course concepts and content, provide feedback and encouragement, and guide students to independence. In addition to subject support, tutors help students develop skills and techniques for studying, test taking, organization, and goal setting. Tutors must have highly developed interpersonal skills and must be willing to communicate with a diverse population. Tutors staff the TBCC Learning Lounge, a welcoming spot for students to grab coffee or snacks, study, or connect with tutors and peers.

This tutor pool is focused on recruiting tutors with subject expertise in writing, science, and math, but other subjects may be considered, such as accounting, academic coaching, and GED.

Tutors with multiple areas of subject expertise may be able to tutor more than one subject.

Essential Job Functions:

Major Areas of Responsibility

- I. Tutoring
- II. Tutoring Related Duties

Tutoring

80%

- Conduct in-person or online tutoring sessions during scheduled shifts
- Prepare and develop materials/resources to support tutoring
- Work with students to develop a tutoring plan that fits the student's individual needs and encourages academic development and success
- Assist students in developing study skills, independent learning strategies, and discipline-specific knowledge
- Model the thinking and processes that support student success including persistence, using course resources, asking questions, and utilizing campus services

- Refer students to other campus services or resources when appropriate
- Keep student information confidential; follow legal guidelines such as FERPA
- Communicate with course faculty as needed

Related Duties

10%

- Maintain digital and paper tutoring records
- Assist in promoting tutoring services amongst students through assigned classroom presentations and Learning Lounge events
- Coordinate with the Tutoring Specialist and Learning Services Director to resolve problems and meet the diverse needs of the students in the Learning Lounge
- Assist with the upkeep of the tutoring room

Training

5%

- Complete required tutor training and professional development
- Attend tutor department meetings

Other Duties

5%

- Other duties as assigned

Knowledge, Skills, and Abilities:

- Breadth and depth of subject knowledge to tutor multiple levels and/or subjects.
- Learning and study strategies applicable to college-level coursework
- A commitment to professionalism, dependability, patience, and courtesy.
- Principles and practices for working effectively with students from diverse academic, cultural, socioeconomic, and educational backgrounds.
- Proficiency in the use of standard computer applications and educational technologies commonly used in a college environment.
- Excellent interpersonal skills with the ability to explain subject matter concepts clearly, and adapting explanations and tutoring approaches to different levels of student preparation and understanding.
- Outstanding oral and written communication skills
- Ability to work individually and work collaboratively with faculty, staff, other tutors, and learning-support staff.
- Strong organizational skills and attention to detail
- Ability to assess student understanding through discussion, observation, and questioning, adjusting tutoring strategies accordingly.
- Willingness to learn new tutoring and instruction related skills
- Maintain appropriate professional boundaries, confidentiality, and standards of academic integrity.

Subject Matter Expertise:

In addition to the core knowledge, skills, and abilities above:

- Knowledge of the concepts, terminology, methods, and practices of the

academic subject area(s) assigned for tutoring.

- Skill in applying subject-specific concepts and methods accurately when assisting students with coursework.
- Ability to explain subject matter at the level necessary to effectively tutor students in the course(s) or academic area(s) assigned.
- Ability to recognize when a student's question or academic need is beyond the tutor's area or level of expertise and refer the student to an appropriate resource.

Qualifications:

Minimum Qualifications

Associate's degree with advanced coursework in the subject field and two years of tutoring or teaching work

OR

Bachelor's Degree or higher in the subject field and one year of tutoring or teaching work

Willingness to work effectively with a diverse student body, faculty, and staff.

Applicants may be required to demonstrate subject-matter competency in the area(s) for which they will provide tutoring. Demonstration of competency may include a subject-matter assessment, transcripts or other documentation of relevant coursework, writing samples or a portfolio, or other appropriate methods of assessment as determined by the College.

Preferred Qualifications

- Bachelor's Degree or higher in the subject field
- Prior tutoring experience with adult learners
- Knowledge of tutoring or teaching best practices
- Experience in virtual and in-person instruction
- Prior experience in higher education
- Bilingual Spanish/English

Benefit Information:

Paid sick leave. Tuition waiver available for eligible employee, spouse, or dependents.

Reasonable Accommodation:

To perform this job successfully, an individual must be able to perform the essential functions of the position, with or without reasonable accommodation. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Equal Opportunity Employer:

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non- discrimination

should contact Human Resources, 4301 Third Street, Tillamook, Oregon, Phone (503) 842-8222 ext. 1021.