

**TITLE**  
**LOCATION**

Tutor/Mentor  
Yuba College

(Professional Expert - Temporary)

**SCOPE OF WORK**

Under the direction of an assigned supervisor or manager, provide academic tutoring services, advising, guiding and be a resource to a variety of individuals and groups in person and/or online. Implement tutorial programs that guide and assist students with homework, problem solving, report writing, and/or test preparation. Provide proactive and ongoing student retention services to students needing assistance. Provide support the overall success of the student by helping students with goal setting, professional development, and personal development.

**DUTIES**

- Provide academic tutoring to a variety of individuals and groups.
- Provide guidance and assistance to students requiring tutorial services.
- Evaluate student needs and develop appropriate course of action
- Develop and maintain a variety of resource materials.
- Administer tests
- Consult with educational departments and instructors.
- Maintain records and data to monitor and assess students' progress.
- Teach students study skills, note-taking skills, and test-taking strategies.
- Serve as a sincere and positive source of support to help students
- Develop and maintain a peer relationship focused on helping students make a smooth transition, acclimate to program, and establish a sense of belonging.
- Serve as a resource for students helping them identify and use appropriate program or school services
- Plan, organize, and implement college informational and motivational activities (Student Development Program) for participants.
- Help facilitate and encourage mentee attendance at program activities, workshops and events
- Supervise/chaperone program participants during events and activities.
- Participate in training, programs and activities
- Attend and contribute to weekly planning meetings (in-person and virtual)
- Serve as a positive role model, both in the classroom and within the community at large
- Maintain current knowledge of the program services, application process, benefits & program calendar
- Assist in maintaining program standards and policies.
- Assist with student recruitment and retention efforts.
- Provide optional tutoring/academic advising support during the Upward Bound Summer Program.
- Other duties as assigned.

**KNOWLEDGE OF**

Specialized knowledge, as determined by the appropriate administrator, of assigned academic disciplines; basic arithmetic; correct English usage, spelling, grammar, punctuation, and vocabulary; general needs and behavior of students of various ethnic, racial, and cultural backgrounds; instructional methods and techniques; multiple learning styles and related

tutoring strategies; record-keeping techniques; advising method and techniques; and standard office equipment, including computer hardware and software.

**ABILITY TO**

Communicate effectively both orally and in writing, establish and maintain effective working relationships with others, evaluate and assess student needs, explain work assignments to students, maintain records and prepare reports, operate computers and applicable software, and provide tutoring to a variety of individuals and groups and online. Ability to read a variety of materials, dexterity of hands and fingers to operate a computer keyboard, sitting and/or standing for extended periods of time, and lifting light to medium weight objects incidental to assigned tasks. Ability to initiate interaction with participants whom are low-income and culturally diverse high school students. Ability to work independently with minimal supervision.

**MINIMUM QUALS**

Completion of the twelfth grade with a minimum of a 2.5 Cum GPA. Enrolled at a college institution or have graduated with a post secondary degree. Tutoring experience and sufficient subject matter expertise to perform the duties of the assignment.

**PREF QUALS**

Bilingual is preferred.

**ENVIRONMENT**

- Variety of environmental conditions at work sites.
- Injury due to awkward positions, and prolonged computer work.
- Exposure to sanitizers and other chemicals that may be associated with routine and incidental assignments.