

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTIONS**

**ACADEMIC TUTOR**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 10 - C**

**GENERAL STATEMENT OF JOB**

Employees in this category provide tutorial services to students in specific academic disciplines. Academic Tutors encourage and strengthen a student's grasp of the knowledge and skills necessary to be successful in a specific discipline.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Provide tutoring support to students and faculty in assigned academic disciplines within the Library and Learning Commons, in the classroom, and online as needed.

Provide one on one, small group, or full class skill-specific instruction to students.

Demonstrate discipline specific expertise and tutoring competences.

Provide students direction and assistance with discipline-specific study and test taking skills.

Maintain tutoring service data and compile various statistical reports for internal and external distribution.

Assist in planning, conducting and evaluating tutor training programs.

Serve as an advocate for tutoring services including serving on College committees as required.

Keep abreast of current literature related to designated area; pursue professional development opportunities designed to improve effectiveness.

Assist in the planning and provision of staff and other meetings as needed.

Provide allied services and programs for students and faculty as directed by the supervisor in support of the mission of the College.

Perform related duties as required.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

**SUPERVISION EXERCISED**

Employee may perform in a lead capacity directing and training support staff or student assistants.

**MINIMUM QUALIFICATIONS**

Associate's degree from an accredited institution supplemented by one (1) year of related experience.

## **PREFERRED QUALIFICATIONS**

Bachelor's degree or higher in assigned discipline and experience in student tutoring or teaching within a College level academic environment.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or work station.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).