

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Tutor Trainee (Peer)
DATE PREPARED: Fall 2007
DATE REVISED: Spring 2009; Summer 2011; Summer 2012; Summer 2015; Fall 2016

GENERAL SUMMARY:

Under direct supervision of a higher level tutor, performs a variety of routine activities related to providing students either individually or in small groups to help clarify course material and give suggestions and recommendations to improve study skills in support of basic instructional programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Under direct supervision of a higher level tutor, provides basic tutoring to students in open lab/self paced settings including clarification of course assignments, lectures and tests.
- Under direct supervision of a higher level tutor, works with students individually or in small groups to select and use resource material and/or lab equipment most appropriate to demonstrate study units/workbook assignments to facilitate learning.
- May maintain records of students tutored as required under department guidelines.
- May provide clerical assistance to faculty and staff assigned to laboratory and/or discipline to include reproducing and assembling handouts, syllabi, and other educational aids.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Work with light, easy to handle materials requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Graduation from high school or equivalent with college level course work or work experience that provides the required knowledge and abilities sufficient to tutor students. *

*experience = working in a program function in the area assigned.

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Oral and written communication skills required to deal effectively with individuals from diverse backgrounds. The ability to provide quality customer service. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

9/27/07: msv – ad hoc; revised: 04/2009-ccp; rvsd: 7/2011 – rrg, revised 01/2012 gml
Revised: 08/2012 emm; revised: 07/2015 – emm Revised: 12/2016 - emm
ADA/tmm 09.18.18