



### Job Description

Position Title	Senior Tutor - Integrated Sciences
Department	OAP
Reporting To	Director, OAP
Date	June, 2017
Type of Position	Contractual

#### **POSITION DESCRIPTION**

Incumbent will be an integrated science tutor working in the Educational Help, Services and Academic Support (EHSAS) Center at Habib University. He/she will tutor students individually and in small groups across all majors (specifically Electrical Engineering & Computer Science). He/she should be familiar with two or more of the following subjects: biology, chemistry, computer science, physics, pre-calculus, calculus, and linear algebra. An integrated science tutor must be able to respond quickly and efficiently to the needs of all students of every skill level. Tutors are responsible for assisting students in targeted subjects via individual or group tutoring. Provides professional, effective and efficient customer service to students. The incumbent will also conduct test review sessions.

#### **DUTIES AND RESPONSIBILITIES**

- ✓ Tutoring students in all levels of subject area and/or related courses, using both individual and small group tutor sessions;
- ✓ Providing exceptional service to all students;
- ✓ Maintaining accurate and timely records of tutoring activities;
- ✓ Conducting test review sessions, as well as skills workshops;
- ✓ Creating, selecting, and developing instructional support materials that recognize and address individual student needs;
- ✓ Meeting with instructors to provide assistance that meets individual student needs;
- ✓ Promoting tutoring services, meetings with instructors, classroom presentations, and participation in other events;
- ✓ Participating in staff meetings and trainings;
- ✓ Assisting with training and mentoring peer tutors;
- ✓ Helping students understand and explain their assignments;
- ✓ Participating and leading workshops;
- ✓ Assisting in the day-to-day running of the center and related duties as assigned;
- ✓ Other duties as assigned.

#### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	<ul style="list-style-type: none"><li>✓ Bachelor of Math or Science</li><li>✓ Excellent command of written and spoken English</li><li>✓ Friendly and approachable for students, patient with good listening skills and a sense of responsibility</li></ul>
Required Experience	<ul style="list-style-type: none"><li>✓ Past mentoring or tutoring experience is a plus</li></ul>

#### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	English language (writing, reading, speaking, and listening)	Medium
2.	Computer skills (MS Office)	Medium
3.	Math and Science background	High
4.	Excellent attitude toward service	High