Job Description

Position Title	Electrical Engineering (EE) Tutor, EHSAS
Department	Office of Academic Performance
Reporting To	Manager, Learning Support Services
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will be responsible for providing supplemental Electrical Engineering support to students. Tutors are responsible for assisting students in targeted subjects via individual or group tutoring.

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;
- ✓ Participating in staff meetings and trainings;
- ✓ Assisting with training and mentoring EHSAS Peer Tutors;
- ✓ Helping students understand and explain their assignments;
- ✓ Participating in and leading workshops;
- ✓ Assisting with the day-to-day running of the center and related duties as assigned;

Other duties as assigned.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ BS or equivalent degree in Electrical Engineering ✓ Any certification in the similar discipline will be a plus
Required Experience	✓ 2-3 years of teaching experience at the higher secondary or freshman and sophomore level

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	An adaptive and diplomatic personality	High
2.	Communication and interpersonal skills	High
3.	Self-motivation and organization	Medium
4.	Flexibility and a good learner	High

Revision Date	May 2018	Version	1.0