

Seward County Community College
Structured Compensation - Job Description
SSS Tutor/Mentor

Data Year: 2015

Prepared On: 12/06/2017

Department:	Student Support Services	Grade:	2
Reports To:	Director of TRiO/SSS	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	R Kinser	Effective Date:	01/13/2011
		Revised Date:	01/13/2011

Role:

Position will assist Student Support Services (SSS) participants in a smooth transition into college and help provide a quality academic experience for program participants that meet the goals established in the TRiO/SSS federal grant.

Essential Functions & Responsibilities:

- E 0% Contact first-time freshman program participants as assigned by the SSS staff.
- E 0% Meet with participants informally to discuss policies and procedures and respond to questions, fears and concerns.
- E 0% Tutors will observe classes i.e. English Comp I, Developmental Mathematics, College Algebra, Chemistry I and/or Anatomy and coordinate study groups for each class
- E 0% Participate in mentor orientation and training sessions

Performance Measurements:

1. To prepare and submit contact logs and progress reports to SSS Advisor

Knowledge and Skills:

- Experience The job can be learned in hours or days or weeks.
- Education A high school education or GED.
- Interpersonal Skills Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
- Other Skills
- Physical Requirements
- Work Environment

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

Seward County Community College
Structured Compensation - Job Description
SSS Tutor/Mentor

Data Year: 2015

Prepared On: 12/06/2017

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature