



Student Employment JOB DESCRIPTION

Job Title: Tutor Supervisor
Position No: 10003122
Department: Mathematics
Supervisor:
Prepared Date: 04 Sept 08
Authorized Hours: 8 – 19 hours

Is this student employee working in another department or at PCC?
If so, list hours, supervisor and department.

Summary of Position:

<i>For HR Purposes only</i>			
Base Pay:			\$7.25
Supervisors Premium:	50-	1.00	
Skills Premium:		.25-	.50
	Level 1	Level 2	Level 3
Job Premium:			_____
Annual Increase:			_____
Compensation:	\$8.00 -	\$8.75	
Approval Date:	09/18/08		
Revised Date:			_____

Students with strong math background and good communication skills. Must pass a math skills assessment. Within the first 60 days, the employee is required to complete at least 1 math class qualification test (Math 106, Math 110, Math 111, Math 221). Two weeks before end of semester/term will be asked to complete a performance assessment and interview with the MLC Coordinator.

Essential Duties and Responsibilities:

Please list all major Accountabilities.

Completed Level 2 training including 4 of the following topics:

- a. Use of probing questions
- b. Characteristics of adult learners/learning styles
- c. Cultural Awareness and inter-cultural communications
- d. Identifying and using resources
- e. Tutoring in specific skill/subject areas
- f. Record Keeping/Documentation

50 hours of actual tutoring completed throughout a minimum of 2 semesters/terms.

Does this position support the employee's major field of study?

Yes.

Qualifications and Experience:

How many years has the employee been enrolled in school? Does the employee have any certifications or licenses?

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Completed Level 3 training including 4 of the following topics:

- a. Assertiveness training
- b. How to Tutor/deal with target populations

- c. How to administer and interpret a learning style inventory
- d. Structuring the learning experience
- e. Training and supervising other tutors (supervisory skills)
- f. Group management skills (group interaction and group dynamics)

75 hours of actual tutoring completed throughout a minimum of 3 semesters/terms.

Commitment Dates:

Please indicate if employee will work by semester/term or by year.

By semester/term

Daily Hours of Work: The employee is expected to work up to 19 hours per week when school is in session. The daily work hours are determined by the supervisor and department and may be flexible. The employee must take a lunch break if working six hours or more (usually during semester break or summer).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *For example, the employee may occasionally lift and/or move up to 50 pounds and/or work in an air conditioned office.*

Equipment Used: The employee may be required to use various types of equipment after training on operations by the supervisor. *For example, forklift, lawnmower, computers.*

Certifications/Licenses: The employee is expected to fulfill certification courses/classes/training related to essential duties that require certification. *For example, Groundskeepers must complete and pass the Chemical Test and Driver Safety course on campus.*

Training / Evaluations: The student employee must complete **New Hire Orientation**. The employee is required to follow and implement all safety precautions as instructed by the supervisor/department. The student employee is expected to complete a quarterly evaluation with the immediate supervisor.

Employee Dress and Grooming Standards:

The employee must abide by the BYU Hawaii Employee Dress and Grooming Standards. He/She is expected to dress appropriately for the position. *For example, office positions may require business attire and Physical Plant positions will require safety shoes, goggles and/or hats as needed.*

Disclaimer:

This job description may not comprise all duties required to be performed by the employee. Management reserves the right to change, edit or delete information in the job description.

The Elements of Student Jobs:

1. Clear Expectations

Supervisors must clearly document, define and exemplify what is expected of the student employee. The student employee will read, sign a copy of an expectations document signifying they understand what is expected.

2. Quality Training

Supervisors are responsible to train students and ensure they receive adequate training and mentoring to be successful. An employee is considered trained in a job when he/she is capable of performing the essential duties and responsibilities safely and correctly. The employee is expected to learn the requirements of the job, undergo continual training and learn new or improved ways to improve job performance.

3. Adequate Supervision

The student employee's performance will be observed and monitored. The student employee has a right to have problems resolved in a timely manner, receive positive reinforcements for a job well done, and be provided with the necessary resources and tools so the job can be performed to standard.

4. Responsibility

The student employee will be given meaningful job assignments which help to fulfill the mission of the department. As the employee demonstrates good performance, the job will be structured to provide increased responsibilities.

5. Accountability

The student employee will be held accountable for job performance. The student employee is expected to “return and report” frequently enough where two-way feedback and correction can take place. Depending on the nature of the assignment or job, accountability reporting will be determined by the supervisor or manager.

6. Application to Life

The student employee should be able to reap benefits that may include responsibilities that have application to the student’s post-University and professional life. These benefits may include but are not limited to developing good work habits, learning accountability and responsibility, taking pride in the work outcome, leadership development and other skills or experiences that may supplement training in the student’s major field of study.

7. Evaluation/Feedback

The student employee is expected to review with the supervisor or manager his/her performance in informal and formal evaluations. The supervisor will review achievements and identify areas of improvement. Evaluation and feedback should be geared towards continuous improvement. Documentation should be kept confidential and filed for reference.

8. Rewards/Progression

The student employee is expected to be employed in a job that will provide “career path” enhancement opportunities such as promotions or other rewards including consideration for merit, responsibility and wage increases. It is the responsibility of the employer to provide jobs that vary in difficulty and responsibility to provide opportunities for the student employee to be promoted or recognized for accomplishment. Documentation should be kept and filed for reference.

9. Commitment

The student employee must agree to a minimum period of employment, as determined by the employer, based upon the departmental needs. The student employee is expected to give a semester’s notice prior to leaving. The job description and orientation checklist will be considered a contract that defines the length and times of employment. The department reserves the right to release the employee from the contract if sufficient need or benefit is demonstrated or the student employee does not meet the department’s expectations.

Signatures:

_____	_____	_____
Employee (Print Name)	Signature	Date
_____	_____	_____
Supervisor (Print Name)	Signature	Date