

Finlandia University

Position Description: Professional Tutor for Finlandia University TRiO Student Support Services and Tutoring and Learning Center

Title:	Professional Tutor – Math and Physics
Department:	TRiO SSS and Teaching and Learning Center
Supervisor(s):	Finlandia Academic Coach/TRiO SSS Academic Coach
Category:	Staff
Status/Type:	Part-time, 4 hours per week required, could work up to 30 hours per week, 33 weeks

Position Summary:

The Professional Tutor primarily delivers individual and group tutorial assistance to Finlandia students in core math and physics. The Professional Tutor teams with professional and peer tutors to tutor students individually or in scheduled group study sessions to review principles, solve problems, and review for tests; assists students to develop math, physics, study, and other academic skills; provides counsel on test anxiety. Professional Tutors may present short student workshops in their subject area, or another college success topic. In addition, the Professional Tutor enters tutoring data into a database, and maintains tutor contact and note documents.

Required Qualifications:

1. Bachelor's degree in a core subject area of math or physics or related area
2. Previous experience in tutoring and/or remedial instruction or related experiences
3. Familiarity with current trends and practices in tutoring college students
4. Demonstrated excellent interpersonal communication skills
5. Demonstrated strong written and oral communication skills
6. Demonstrated solid organizational and management skills
7. The ability to work independently as a self-starter utilizing critical thinking skills
8. Sensitivity to and familiarity with the social, economic, and cultural background of low-income, first generation, and students who possess a disability
9. Efficient in the use of personal computers, including common software and database Applications
10. Able to promote a positive, student-oriented environment with the highest regard to student success and service to students
11. Consistently greet students, staff, faculty and colleagues in a friendly, courteous and efficient manner

Desired Qualifications:

1. Master's degree in core subject area or related area
2. Teaching experience, preferably at college or high school level
3. Knowledge of personal and student development theory and practice
4. Knowledge of tutoring center best practices
5. Familiarity with methods for working with learning with students who possess a disability

Essential Responsibilities:

1. Assist academic services and TRIO SSS staff in promoting tutorial services
2. Provide individual and group tutorial assistance to students in all Finlandia math courses
3. Provide study skill instruction as needed
4. Maintain accurate documentation of tutorial services rendered, including entering statistics into database for subsequent reports.
6. Train and assist students in the use of computers and various software programs
7. Assist academic services and TRIO SSS staff with ongoing documentation and evaluation tasks
8. Refer students experiencing personal or severe academic difficulties to the TRIO SSS Project Director or Finlandia Academic Coach
9. Serve as a positive member of an academic support team working toward a common goal of student success
10. Support institutional identity and mission of Finlandia University “as a learning Community dedicated to academic excellence, spiritual growth, and service”

Application Procedure:

E-mail cover letter and resume to:

Cindy J Cowell
Director of TRIO Student Support Services
Finlandia University
Nikander 11
601 Quincy St.
Hancock, MI 49930
Phone: (906) 487-7346
Email: cindy.cowell@finlandia.edu

As a learning community Finlandia University recognizes and affirms the dignity and worth of all people and cultures. We will strive to provide an institutional climate that does not perpetuate or tolerate forms of discrimination. We are committed to recruiting, developing and retaining a qualified and diverse faculty, staff and student body.

Finlandia University does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion, veteran status, familial status, height, weight, socio-economic status, sexual orientation, genetic information, or any other category protected by applicable law in admissions, employment, athletics, programs, and activities. The Title IX Coordinator has been designated to handle inquiries regarding the non-discrimination policies or gender equity concerns: The Title IX Coordinator's office is located in Mannerheim Hall, Room 150, phone 906-487-7301.

FINLANDIA UNIVERSITY IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION / EQUAL OPPORTUNITY EMPLOYER

