



ST. FRANCIS COLLEGE

Tutor, STEM Resource Center

About St. Francis College:

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

Job Summary: Reporting to St. Francis College's ("SFC") Assistant Dean in the Center for Learning and Leadership (Academic Affairs), the full-time tutor, a grant-funded position, supports the College's Hispanic-Serving Institutions ("HSI") science, technology, engineering and mathematics ("STEM") and Articulation Program. An initiative of the U.S. Department of Education, the HSI STEM program's goal is to increase the number, persistence and completion of Hispanic and low-income students in STEM disciplines. The tutor offers group and direct academic support to Hispanic and other low-income students seeking STEM degrees to encourage academic success, persistence and completion.

Special Circumstances: This full-time position will at all times be contingent upon third party grant funding. Any lack of such funding may lead to a reduction in work hours or the elimination of this position.

Duties and Responsibilities:

- Provide individual and group tutoring and academic support services to students enrolled in undergraduate courses for the areas listed below:
 - Chemistry
 - Physics
 - Health science courses
- Assist the STEM Resource Center Director and faculty in summer institutes.
- Assist the Assistant Dean of the Center for Learning & Leadership hire and train part-time and peer tutors.
- Support science- based content peer tutors in developing study buddy groups and other academic supports.
- Perform regular assessment of individual student and program outcomes, student satisfaction, academic performance, and retention.

- Utilize the Navigate platform enter and monitor student appointment notes, monitor academic and retention alerts, update CLL related content and push-notifications on the student-facing app, create a communication campaign calendar to connect students to the program resources and campus supports.
- Assist in creating and updating resource materials for science and science-related courses.
- Develop creative strategies to engage and promote science support and tutoring, including but not limited to connecting with students who have been flagged for increased support need.
- Manage study group sessions.
- Collaborate with the Chemistry Department and science-related academic departments to maintain expert knowledge on technology used in science courses including but not limited to, Labster and ALEKS. Participate in professional development
- Stay abreast of the college's rules and policies to direct students to the appropriate resources within the College, and ensure proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Participate in specific events which include but are not limited to, the College's Open House, Admitted Student, CSTEP events and other recruitment events, orientation, or special events which may require evening, or weekend work.
- Perform additional duties as assigned.

Minimum Qualifications:

- BA degree required in Physics or Chemistry-related field; Master's degree in science or science-related or higher education field preferred.
- 2-3 years' experience providing individual tutoring support, or other support instruction to college students is preferred.
- Schedule: Flexibility in work hours is required to accommodate changes to class schedules, enrollment and other factors throughout the College's academic year. Some evening hours may be required.
- Strong proficiency in technology such as: Microsoft Office Suite, online academic support tools
- Experience providing individual tutoring support or other learning support instruction to high school or college students.
- Demonstrated inclusive student-centered philosophy of providing services and resources.
- Demonstrated ability to motivate students to learn.
- Demonstrated ability to work effectively with individuals from diverse educational, cultural, and economic backgrounds.
- Excellent communication and interpersonal skills; ability to work well with students, faculty and academic administrators.
- Ability to relate to the many different constituent groups and a commitment to campus diversity, equity and inclusion.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of an inclusive multi-cultural college community and the Franciscan traditions of St. Francis College.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.

Interested applicants can apply by clicking [here](#).