

Position: Tutor (Part-time)

Department: Academic Enhancement and Freshman Studies

Reports to: Director of the Academic Enhancement Center

Job Summary: Provide tutoring services in any of the following disciplines: Math (Pre-Calculus and above, and Statistics), Sciences (Biology, Anatomy and Physiology, Chemistry, Physics), Accounting, Taxation, Economics, Finance, Business Law , Writing, Social Sciences, Humanities and/or Study Skills to students requesting appointments in the College's Academic Enhancement Center.

Schedule: Flexibility in part-time work hours is required to accommodate changes to class schedules, enrollment and other factors throughout the College's academic year. The normal work schedule for this position will consist of approximately 15-hours per week, typically between the hours of 8am and 6pm, Monday through Friday with occasional weekend/evening opportunities.

Salary: \$16.50 per hour

Duties and Responsibilities:

- Tutor students individually or in scheduled group study sessions to provide students with a better understanding of the subject matter or discipline.
- Assist students with exam preparation and lab reports.
- Attend training sessions and tutor meetings as required.
- On a limited basis and if qualified in the specific discipline, assist students in summer workshops as may be offered by the Academic Enhancement Center.
- Serve as a proctor for examinations, as needed.
- Perform additional duties as assigned by the Director of Academic Enhancement.

Minimum Qualifications:

- Bachelor's degree in a relevant discipline; Master's degree preferred.
- Tutoring and/ or teaching experience in a college setting preferred.
- Must possess excellent communication skills, and have the ability to work with students from a variety of backgrounds and range of skill levels.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students'

talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

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