ACADEMIC FACILITATOR/TUTOR
Position Description

Summary
The Academic Facilitator/Tutor provides support services for university students in lab, one-on-one, or open classroom settings. Facilitators do not deliver instruction; they provide coaching and mentoring support for specific content areas and students in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Academic Facilitator/Tutor must satisfy the following minimum qualifications:
1. Must possess the appropriate certifications and licensures for the content area(s); and
2. Bachelor’s degree required, equivalent industry experience, certification, and demonstrated work experience may be substituted.

Skills and Attributes
The Academic Facilitator must possess the following skills and attributes: Customer service focus and a strong work ethic; proper knowledge of course materials, LMS, and related lab, if applicable; knowledge of technology and software as required by the content area and, knowledge of university policies and processes.

Essential Functions
The Academic Facilitator/Tutor performs the following essential functions:
1. Provides academic assistance to the assigned student, either in a group or individual setting.
2. Assists students in achieving a better understanding of a specific subject area and with improving academic capabilities in designated areas.
3. Attends periodic training or orientation sessions as required by the faculty or administrator.
4. Provides evaluations and other reports as requested.
5. Documents student progress.
6. Assists students with the development of study skills necessary for academic success.
7. Helps foster positive attitudes toward learning and studying.
8. Motivates and supports students’ achievement and success.
9. Establishes and maintains rapport with the assigned student(s).
10. Serves as a role model for students receiving services.
11. Fosters an inclusive learning environment.
12. Performs all other duties as assigned.

Required Work Hours
Up to twenty hours per week during daytime, evening, and weekend hours. Scheduled work hours may change.
Reporting and Supervisory Responsibilities
1. The Academic Facilitator/Tutor reports to the Campus Director or designee.
2. This position has no supervisory responsibilities.

Physical Requirements
The Academic Facilitator must be able to speak, hear, see, read, write, type, dial, reach, and bend.

Travel
Periodic travel, including airline travel and overnight stays, may be required.

Classification
1. FLSA: Nonexempt
2. IPEDS: Community Service, Legal, Arts and Media

Note: This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Academic Facilitator/Tutor.

Signature ___________________________ Date ________________

Print Name ________________________________