

Range H10

**JTC NO. H79
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Senior NSF Tutor
DATE PREPARED: Fall 2009
DATE REVISED: Fall 2012; Spring 2017

GENERAL SUMMARY:

A part-time, professional support staff (PSS) position responsible for providing professional level supplemental teaching to a specific population of students. Specifically, this position is responsible for interacting with, and teaching NSF STEP Grant scholars in the STEM disciplines of biology, chemistry, physics, engineering, computer technology, or mathematics.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Adheres to strict student and confidentiality guidelines.
- Provides advanced level tutoring and teaching to NSF STEP Program scholars in one or more of the STEM disciplines of biology, chemistry, physics, engineering, computer technology, or mathematics.
- Advises and communicates with the NSF Program specialist as to the status of each scholar's efforts and level of commitment to the subject matter being tutored.
- Provides guidance and advice to NSF STEP Program scholars as to the methods of attaining excellence in the topic being tutored.
- Provides professional level teaching/mentoring services to NSF STEP Program scholars that are "in addition" to the peer-tutoring services, counseling, career assessment, and test-taking workshops provided by other campus departments (the services mandated on pg. 10 of the NSF grant).
- Attends one Senior NSF Tutor meeting per semester with current and newly-awarded scholars.
- Performs other related duties as assigned.

REPORTING RELATIONSHIP:

First level report is the NSF Program Specialist; second level report is the NSF Program Grant Manager.

PHYSICAL EFFORT REQUIRED:

Works with light materials requiring little physical effort.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher with coursework in biology, chemistry, physics, engineering, computer science, or mathematics. Ability to provide supplemental instruction and guidance to a wide variety of individual student types. Requires excellent interpersonal skills, listening skills and, communication skills. Ability to work hours after 5:00 p.m. on week days and occasional weekend days to fit scholar schedules. Must be able to interact effectively with individuals from diverse backgrounds. Must be able to provide quality customer service. Official transcripts will be required.

***** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. *****