

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT JOB POSTING

JOB TITLE: Tutor Trainee (Peer)

LOCATION: Accounting Department Lab

GENERAL SUMMARY: Under direct supervision of a higher level tutor, performs a variety of routine activities related to providing students either individually or in small groups to help clarify course material and give suggestions and recommendations to improve study skills in support of basic instructional programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Under direct supervision of a higher level tutor, provides basic tutoring to students in open lab/self paced settings including clarification of course assignments, lectures and tests.
- Under direct supervision of a higher level tutor, works with students individually or in small groups to select and use resource material and/or lab equipment most appropriate to demonstrate study units/workbook assignments to facilitate learning.
- May maintain records of students tutored as required under department guidelines.
- May provide clerical assistance to faculty and staff assigned to laboratory and/or discipline to include reproducing and assembling handouts, syllabi, and other educational aids.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:

Reports to Coordinator, Instructional Learning Laboratory

PHYSICAL EFFORT REQUIRED:

Works with light, easy to handle materials requiring little physical effort.

MINIMUM EDUCATIONL/SKILL REQUIREMENTS:

Satisfactory completion of, or concurrent course enrollment in ACCT 2301 or 2401 Principles of Accounting I, or an equivalent Accounting course.