



HIGHLINE COLLEGE TUTORING CENTER
2400 S. 240TH ST, 25-6
DES MOINES, WA 98198-9800
(206) 592-3444

**TITLE III SIP EMBEDDED TUTOR POSITION DESCRIPTION
PAY RATE IS \$16.50 PER HOUR (FROM 7/1/2023)**

The Academic Success Center at Highline College is looking for highly motivated students with comprehensive subject knowledge and effective interpersonal communication skills to be peer tutors. The mission of the Highline College Academic Success Center is to provide academic support to all students enrolled at Highline College while also working closely with our faculty, as well as other offices, that support student success. Our primary goal is to create an open atmosphere of learning for students. We assist students in numerous academic disciplines through a variety of tutoring techniques by addressing each student's needs in a constructive environment.

Broad Scope and Function:

The Title III Embedded Tutors support the Highline College community through the tutoring of Highline College students within the classes they are hired to support and through dedicated supplemental instruction sessions. Tutors should be proficient and knowledgeable in the subject area while also demonstrating patience, empathy, and equitable practices when engaging students.

Position Responsibilities

- Provide embedded academic support in respective subjects twice a week via in-person, Canvas and/or online on Zoom.
- Provide supplemental instructional support through designated study sessions twice a week for assigned classes.
- Attend weekly CRLA tutor training sessions.
- Coordinate with instructors in assigned classes to ensure supplemental instruction sessions are properly supporting students' academic needs in course.

Ability to:

- Take initiative, and complete FERPA and Title IX training.
- Handle multiple tasks in a responsible and reliable manner.
- Communicate effectively with multicultural populations and facilitate equitable learning.
- Maintain consistently high standards of ethical conduct working with students, staff, and faculty.
- Demonstrate excellent leadership, organizational skills, and professional conduct.
- Work as a team member with other students, staff, and faculty members of Highline College.



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Minimum Qualifications:

- **Students:**
 - Minimum 3.5 in subject/discipline being tutored.
 - Minimum 2.5 Cumulative GPA for student employment
 - Documentation of your academic performance for each course/subject area you plan to tutor in, such as a transcript and/or a letter of recommendation from a Highline instructor in the subject.
- **Non-students:**
 - In addition to Highline College departmental approval, need a combination of relevant experience, education and demonstrated subject matter expertise.