

# Rich Mountain Community College

## Position Description

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Type Position:	<b>Professional</b>
College Title:	<b>SSS Advisor/Professional Tutor</b>
OPM/Legislative Title:	<b>SSS Advisor/Professional Tutor</b>
Supervisor:	<b>Director of Student Support Services</b>
Area:	<b>Trio Programs</b>

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The SSS Advisor/Professional Tutor, acting under the direction of the Director of Student Support Services, assists students to matriculate through a chosen degree plan, graduate, and/or transfer to four-year institutions by providing academic guidance and resources to help students make informed decisions. This position will also be responsible for meeting and tutoring students in the location and at the time specified; assisting SSS in consultation with faculty to develop policies and procedures for tutoring; keeping accurate documentation of students tutored; providing individual and group tutoring in the designated area; consulting with faculty as needed; evaluating tutees at the end of each semester; and examining, recommending and developing tutorial materials.

The SSS Advisor/Professional Tutor has responsibility for:

### **Job Specific:**

- Actively participate in recruitment and identification of eligible students.
- Become knowledgeable and remain current regarding the scope and purpose of the project proposal.
- Provide high-quality career, academic, and personal advisement for participants.
- Establish a high degree of rapport with participants.
- Attend all professional meetings for staff development as designated by the Director of Student Support Services.
- Participate in assessment, monitoring, and documenting student contact.
- Provide high quality group and/or individual tutoring on an appointment or walk-in basis.
- Maintain student records (both on paper and on the database) as required by the project including individual student folders documenting program eligibility, academic need, services provided, and progress.
- Meets and tutors students in the location and at the time assigned.
- Assist the Director of Student Support Services and Secretary/Tutor Coordinator in consultation with faculty in developing policies and procedures for tutoring various subject areas.
- Serves as a resource consultant for student tutors.
- Examines, recommends, and develops tutorial materials.
- Consults with faculty as needed to assist students.
- Serve on selected RMCC committees in order to advocate for disadvantaged students.
- Provide a friendly atmosphere that is conducive to the success of SSS participants.
- Perform other duties as assigned by the Director of Student Support Services.

## College Wide:

- Seek and implement activities, services and programs which assure that RMCC is a vibrant contributor to the quality of life of the Ouachita Mountain region.
- Treat all who choose the College's resources with dignity.
- Challenge all learners to maximize their potential.
- Implement systems whereby all learners are given the opportunity to accept the challenges and responsibilities for learning and growing as students and citizens.
- Promote and help develop a College environment of respect, dignity and cooperation where ideas, questioning and the continued pursuit of self-development are valued as a means toward learning and growth.

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## MINIMUM QUALIFICATIONS:

Bachelor's degree required

- Background similar to students served or experience in dealing with disadvantaged students required
- Demonstrates a proficiency in at least one academic area
- Experience in TRIO programs preferred
- Experience in a college setting preferred
- Demonstrated knowledge of the responsibilities and skill required to fulfill the position responsibilities
- Demonstrated knowledge and skills in the use of a computer as it relates to specific position requirements
- Demonstrated effective communication skills, both oral and written
- Demonstrated commitment to learning
- Demonstrated commitment to the community college philosophy
- Demonstrated commitment to assisting students and faculty
- Demonstrated effective interpersonal and communication skills
- Demonstrated effective leadership and team building skills
- Demonstrated effective organization skills

## APPLICATION REQUIREMENTS:

Letter of Interest

Resume

Contact information for five references

Completed **RMCC application**

**Unofficial Transcripts**

A separate written statement addressing the applicant's qualifications with regard to the position requirements

A separate written statement addressing the applicant's view of the role of the faculty, staff, and administration in a rural teaching and learning community college

**Email/Mail/Fax application materials to:**

Brenda Gillogly

Vice President of Administration

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