**Job Title:** Tutor  
**FLSA Status:** Non-Exempt  
**Division/Department:** Academic Affairs  
**Position Type:** Part-time  
**Direct Supervisor:** Learning Services Coordinator  
**Travel Required:** Negligible  
**Date Created:** 1/1/2012  
**Last Revision Date:** 12/23/2015

### POSITION SUMMARY:

The Rasmussen College Library and Learning Services team is rooted in a tradition of student support and driven by a desire for academic excellence. We are passionate about empowering the college community through programmatic collaboration with faculty and staff. The tutor provides support services as part of the Learning Services for Rasmussen College students (and indirectly for faculty, staff, and the College community). The tutor supports the mission of the College and the mission of the Learning Center by cultivating life-long learners who are prepared to thrive in a diverse and digital society through curiosity, innovation, and continuous improvement.

Demonstrating a commitment to Rasmussen College's mission, vision, and values in daily activities as well as supporting an environment of understanding, acceptance, and appreciation for diversity is the responsibility of each and every employee in our organization. Additionally, tutors empower students to become lifelong learners and succeed in their academic, professional and personal pursuits by:

- Challenging students to make their thinking visible and to provide rationales and evidence. Helping students use time effectively and stay on track
- Facilitating the process of helping students explore thoroughly their existing knowledge as individuals and as a group
- Empowering students to be responsible for their own learning
- Upholding academic integrity
- Exemplifying a positive attitude towards completing tasks, driving change, and achieving individual, team, and organizational goals.
- Modeling appropriate learning behaviors, including proactive tutor appointment scheduling, participation in online courses, timely completion of assignments, use of learning skills, and respectful behavior to instructors and peers.
- Appreciating and encouraging diversity

### PRIMARY RESPONSIBILITIES, ESSENTIAL FUNCTIONS, AND REQUIREMENTS:

The essential functions of the position include, but are not limited to, the following tasks, duties, and responsibilities consistent with the function. The employee is expected to perform all other duties as requested, directed, and/or assigned.
Student Learning Outcomes:

- Serve as a learning resource in multiple modalities, including 1:1 tutoring, small group tutoring, supplemental instruction, and the facilitation of study groups.
- Promote learning resources, including but not limited to pathfinders, guides, webinars, and skill builders to support ancillary learning.
- Advocate Learning Services team resources and tools both directly and indirectly to students, faculty, and staff using a variety of communication channels.
- Deliver learning skills instruction in multiple modalities to individuals and groups of students, faculty, staff, and community members using adopted learning skills objectives and established best practices for lesson plan construction, delivery, and assessment.
- Through communication and self-directed resources, guide students to proactive tutor appointment scheduling and consistent appointment attendance.
- Promote a positive academic culture of independent learning and growth mindset within the scope and resources of the role.
- Track and assess Learning Center services and tutoring usage.
- Document service and communication transactions in a timely and thorough manner.

Team Collaboration:

- Support College disciplines by providing curriculum and instruction assistance and learning skills instruction.
- Communicate with peers across teams on student concerns in a timely and prudent manner.
- Establish frequent, cooperative communication with campus and academic support team members to relay and receive information on learning services and its impact on students, faculty, staff, campus, College, and community.
- Participate in individual, team, and campus events as requested by his/her manager, including but not limited to workshops, review sessions, and programs.
- Support onboarding of new student employees as directed by manager.
- Assist the Learning Services Coordinator with general maintenance: student scheduling, filing, copying, shelving books, keeping the Learning Center organized, etc.

Resource Planning and Organization:

- Support the communication of availability of resources by ensuring an accurate and up to date schedule of availability is provided to manager for publication on scheduling tool.
- Participate in and promote new-student and start-of-quarter programming to ensure student preparedness and enhance the likelihood of student academic success, in alignment with college-wide Learning Services practices and procedures.
Service Orientation:

- Participate in College events and diversity programs (such as One College, One Book)
- Coordinate Learning Services College-wide events in conjunction with other learning services team members and departments (i.e. Tutor Appreciation Week).

Communication:

- Document and communicate all usage of learning services using provided electronic tools.
- Exercise tact, diplomacy, and discretion in dealing with sensitive circumstances
- Document and communicate student performance, progress, and concerns as a result of tutoring sessions and day-to-day interactions.
- Actively promote and orient students to Rasmussen resources such as tutoring, pathfinders, webinars, handouts, databases, guides, online tutoring and paper submission, Student Portal services, etc.
- Engage in active listening and communication with peers, faculty, staff, students, and campus constituents
- Distribute Learning Services and Library resources and communication in various mediums

Training, Professional Development, and Networking:

- Complete all onboarding and tool training obligations
- Engage in professional development opportunities such as the Tutor Excellence Course, webinars, and team meetings as directed by manager including the completion of corresponding assessments.
- Utilize the standard tutor observation process to regularly self-assess performance and engage in conversations with manager about opportunities for improvement

EXPERIENCE AND QUALIFICATIONS:

Required:

1. Satisfy all Financial Services and Human Capital obligations for employment.
2. Maintain Satisfactory Academic Progress (as defined by the current College catalog) and a minimum cumulative 3.0 grade point average.
3. Have a grade of a “B” or better in the subject content being tutored; or, have documented experience equivalent to a grade of a “B” or better in the subject content to be tutored.
4. Have a recommendation from a Rasmussen College faculty member via form or letter.
5. Possess good oral and written communication skills and ease in relating to people from
varying educational, cultural, and social backgrounds.

6. Be on time for shifts and meetings; maintain accurate records and submit reports and time sheets in a timely manner.

7. Possess a basic understanding of Microsoft Office software, Internet navigation, and Rasmussen e-mail functionality.

8. Tutoring positions are offered on a quarter-to-quarter basis, subject to evaluation, attendance, academic standing, GPA, and financial eligibility.

9. A student employee will be expected to work a minimum of 5 hours per a week and a maximum of 20 hours a week; schedules vary based on Learning Services need, financial eligibility, and tutor availability. A tutor’s schedule should be flexible outside of class for work.

10. Student employees may provide services in a variety of rooms on campus, based on need and availability.

11. Student employees must satisfy orientation, training and evaluation requirements each quarter (including weeks 12 and 13) and are compensated for participation.

12. During work hours, employees must maintain Learning Center-approved dress standards and wear a name tag.

Preferred:

- Previous tutoring experience.
- Familiarity with learning resources
- Familiarity with webinar/webcasting/web conferencing software.

**EDUCATION, CERTIFICATIONS, AND LICENSURES:**

Have successfully completed at least one quarter of for-credit Rasmussen courses prior to the start of tutoring.

**SIGNATURES AND CERTIFICATIONS**

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, competencies, and skills required of personnel so classified. Furthermore, this job description is subject to vary or change at any time based on the current needs of the business or due to reasonable accommodation.

I certify that I have reviewed and been provided a copy of the current job description for the position which I am assigned.

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