![Collège Aurora College logo]

IDENTIFICATION

Department	Position Title	
Aurora College	Relief Tutor	
Position Number	**Community**	**Division/Region**
91-15647	Inuvik	Education & Training

PURPOSE OF THE POSITION

The Tutor is responsible for one-on-one and small group tutorials to support student learning. Through pre-arranged appointments, tutors provide Aurora College students with academic guidance and support to improve students' knowledge and understanding of course material.

SCOPE

Located in Inuvik, the Tutor provides academic support via one-to-one and small group tutorials to many Aurora College students. Academic support can include face-to-face or virtual sessions with those located at of any the three campuses and/or attending online from other locations. Reporting to the Student Success Coordinator of each respective campus, tutors not only support student learning across a many college locations, but also a variety of subject areas.

RESPONSIBILITIES

1. **Provides academic support to students.**
   - Facilitates one-on-one and group tutorial sessions.
   - Creates an open and supportive learning environment where students feel comfortable identifying and/or sharing their learning challenges.
   - Assists students with interpreting and understanding course content.
   - Refers students as required to other student support services.
   - Promotes problem-solving and critical thinking in students.
   - Learns and applies a variety of tutoring techniques in response to each student's individual learning style.
   - Maintains up-to-date knowledge in the applicable subject matter.

2. **Supports tutorial program effectiveness and evaluation.**
   - Tracks and maintains a record of student attendance and progress.

- Provides feedback on the tutor programs to the Manager Aurora Campus & Research Division Libraries and shares opportunities for program improvement/growth.

3. **Assists with learner assessments.**
   - Provides invigilation services during mid-term and final exams, upon request.

4. **Contributes to the effectiveness, safety, and reputation of the College.**
   - Complies with all institutional policies and applicable legislation.
   - Supports the Manager Aurora Campus & Research Division Libraries with projects, when requested.
   - Escalates safety concerns to supervisor or applicable staff on site.
   - Attends required meetings, which may be face-to-face or virtual.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of learning styles and tutoring strategies.
- Skills in active listening and effective communication.
- Ability to construct learning outcomes for tutor sessions.
- Ability to work with a diverse level of abilities and learning styles.
- Ability to establish rapport with students.
- Ability to learn and comply with Aurora College bylaws and policies, especially those related to academic misconduct (ie. academic dishonesty and plagiarism)
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of a related post-secondary diploma and 1 year of previous tutoring, instructional, or coaching experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

☐ No criminal records check required
☒ Position of Trust – criminal records check required
☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)
  Level required for this Designated Position is:
  ORAL EXPRESSION AND COMPREHENSION
    Basic (B) ☐   Intermediate (I) ☐   Advanced (A) ☐
  READING COMPREHENSION:
    Basic (B) ☐   Intermediate (I) ☐   Advanced (A) ☐
  WRITING SKILLS:
    Basic (B) ☐   Intermediate (I) ☐   Advanced (A) ☐
☐ French preferred

Indigenous language: Select language

☐ Required
☐ Preferred