



## **IDENTIFICATION**

Department	Position Title	
Aurora College	Relief Tutor	
Position Number	Community	Division/Region
91-15833	Fort Smith	Student Services

## **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 Fort Smith, 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 any of 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 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 Student Success Coordinator 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 Student Success Coordinator 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