

PSAC Job Description

Job Title	Group Tutor	Rate of Pay	In accordance with CA
Classification	Student Assistant IV	Approved	2021

Job Summary

To provide tutoring to students in a group setting.

Primary duties:

1. Assist students with understanding of course content
2. Explain concepts, clarify information, answer student questions, and offer support
3. Administer practice tests or exams to assist with learning material and prepare for actual tests or examinations
4. Model student success strategies
5. other relevant duties as assigned

Qualifications

Skillset:

1. Considerable advanced skills and judgment
2. Ability to work independently and/or with others effectively
3. Ability to communicate clearly and effectively
4. Strong attention to detail, excellent problem solving skills and self-motivated
5. Demonstrated patience and ability to relate to students with varying learning styles

Education:

1. Preference given to current Brandon University student; with enrolment in graduate program or holding a graduate degree
2. Specific courses related to the given department/faculty in which the job is needed when indicated in the posting
3. Strong academic standing in the courses intended to tutor, with a minimum 2.5 GPA

Experience:

1. Extensive advanced training is required
2. Specialized experience is required
3. Previous tutoring experience is considered a strong asset

Working Conditions

1. Work with minimal to no direct supervision
2. Working hours may include day, evening or weekend shifts, as needed
3. Attend additional training as required
4. Work in small group settings

Alternate Job Titles may include:

1. Group Tutor – specific subject (eg. Basic Math)