



Southeast New Mexico College  
1500 University Drive  
Carlsbad, NM 88220  
(575) 234-9200, Fax: (575) 885-4951

## Tutor (Part-Time) Job Description

**Required:** High School diploma or GED certificate with two (2) years of experience related to the standard duties as outlined.

**Equivalency:** Completion of a post-secondary degree or certificate may substitute for years of experience. Any combination of education, training, and/or experience as approved by Human Resources Department.

**FLSA Status:** Non-Exempt

**Level:** 6

**Salary:** \$15.66 - \$17.68 per hour DOE

### Background:

Southeast New Mexico College (formerly New Mexico State University Carlsbad) was formed by House Bill 212 in April 2021. HB212 made Southeast New Mexico College an independent college accredited by the Higher Learning Commission. SENMC is a diverse and community-centered institution dedicated to excellence and student success through transformative discovery.

### Purpose and Scope:

Provides academic tutoring services to a wide variety of individuals and groups. May work on an on-call, short-duration basis. Creates and implements tutorial programs that guide and assist students with homework, problem solving, report writing, and test preparation.

### Duties and Responsibilities:

Tutors students individually or in scheduled group study sessions to review principles, solve problems, and review for tests. Administers testing instruments and writes individual tutoring plans upon review of textbooks; refers students to other agencies as appropriate. Facilitates reading and writing labs to develop writing, math, word processing, study, and other academic skills. Leads and trains entry level tutors in strategies to accommodate alternative learning styles and disabilities. Maintains and updates confidential files and records, ensuring that ethical and legal guidelines are maintained. Researches and selects learning materials, textbooks, software, and equipment to facilitate tutoring; may design specific handout, study, and related materials. Performs miscellaneous job-related duties as assigned.

### Knowledge, Skills, and Abilities:

Knowledge of tutorial/learning materials and instructional aids. Knowledge of peer counseling/tutoring processes and methods. Knowledge of test administration techniques and

procedures. Records maintenance skills. Basic data entry and/or word processing skills. Organizing and coordinating skills. Skill in preparing instructional aids and plans. Ability to maintain confidentiality of records and information. Ability to effectively manage time and schedules. Ability to communicate effectively, both orally and in writing.

**Affirmative Action Statement:**

SENMC is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, military or veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

**Work Environment and Physical Demand:**

- Reach and grasp objects
- Stoop, bend, kneel, crouch, or crawl
- Use of video display terminal
- Use of manual dexterity and fine motor skills
- Communicate information orally and in writing
- Receive and understand information through oral and written communication
- Proofread and check documents for accuracy
- Work a fluctuating work schedule

*Performing the essential functions of this position requires the use of a computer throughout most of the workday, the ability to navigate a typical office environment, significant amounts of interpersonal interaction including oral and written communication, and the ability to keep track of multiple tasks, projects, deadlines, information sources and business processes. This job description is intended to be generic in nature and describe the essential functions of the job. It is not an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities, and overtime eligibility may vary based on the specific tasks assigned to the position.*

**Acceptance:**

By my signature below, I certify that I have read my job description, understand my assigned duties, and was provided a copy of this job description.

I understand that neither the SENMC Board of Trustees nor Executive Management of SENMC can guarantee my employment; SENMC can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of SENMC. I also certify that I can perform the essential functions of this job description either with or without a reasonable accommodation. I further acknowledge that this job description does not constitute a written or implied contract of employment with SENMC. I further understand that the foregoing job description is not all-inclusive of the duties to which I may be assigned. In order to meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by SENMC.

**Accepted and agreed by:**

Employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Employee Name: \_\_\_\_\_

**Witnessed by:**

Supervisor

Or HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Supervisor or HR Name: \_\_\_\_\_

Job Title: \_\_\_\_\_