



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

**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 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:

Will be tutoring in 100 to 200 level Science, Math, English and Writing Courses. The Science courses may include but are not limited to Chemistry, Biology, Anatomy and Physiology, Physics, and Geology. The Math courses may include but are not limited to Developmental Math, College Algebra, and Calculus I & II. The English and Writing Courses may include but are not limited to, Composition I, Professional & Technical Communication, Introduction to Creative Writing, and Writing in Humanities and Social Sciences. The tutor will also work with students in individual, small group, and workshop formats. The tutor will also offer workshops and tutoring for standardized exam preparations.

Will tutor 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**

Southeast New Mexico College is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity. SENMC is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity and does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, handicap/disability, Vietnam era/disabled veteran status, gender identity or expression, or any other non-job related criteria.