RIVERSIDE COMMUNITY COLLEGE DISTRICT  
(Unofficial) CLASSIFIED POSITION DESCRIPTION

JOB TITLE: Online Tutor

Basic Function: Under the supervision of the Tutorial Department, the tutor is responsible for the assigned classes online. In the online environment, the tutors are the interface between the institution and the student. Tutors need to understand both the environment in which they are working and the tutoring techniques that are effective in this environment: “Good online tutoring requires from the tutor/moderator sound 'understanding' of this specific, newly created environment.” All tutors must complete accurate and timely paperwork.

Wage Pay/Hours:

DEPARTMENT: Academic Support

ESSENTIAL DUTIES AND RESPONSIBILITIES:

• Assist students academically in whichever subject(s) the students are seeking improvement.
• Evaluate students' progress in order to see where improvements can be made.
• Motivate his/her students and provide them with confidence.
• Sign in on blackboard to all assigned classes.
• Promote the session through online class announcements and other marketing ideas.
• Implement the Collaborative Learning Techniques into every session.
• Develop proper Study Skills into every session.
• Complete accurate paperwork to assist the Tutoring Program with data collection.

EDUCATION: n/a

LICENSES/CERTIFICATIONS REQUIRED: None.

Qualifications:

 A grade of A or B in the course for which she/he would like to be the SI leader.
 Ability to communicate clearly with others.
 Knowledge of teaching and learning theories.
 Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

PHYSICAL EFFORT: Ability to walk across campus to different locations.

WORKING CONDITIONS: Online classroom and office settings.