



Position: Embedded Momentum Tutor

Department: Tutoring Center

Employment type: Part-time, 20 hours or less

Overview: Embedded Momentum Tutors provide one-to-one, small group, and/or classroom tutoring services to specific "Momentum" Courses. These courses may include but are not limited to class subjects such as English, Math, Natural Sciences, Health Sciences, Human Communication, and Accounting. The position requires attendance in class whether that is an in-person or asynchronous online class format. Additionally, the role of an Embedded Momentum Tutor is to work with the assigned instructor to identify specific students who are predicted to face academic barriers. These specific students are considered Priority Students and are provided proactive academic support by the instructor and Embedded Momentum Tutor. This position may serve more than one Momentum Course and across various course sections and subjects.

Work Schedule:

Job Duties and Required Competencies:

Career and Self-Development:

- **Skills:** Lifelong learning and growth through feedback.
- **Tasks:**
 - Model and promote a love for learning and self-improvement.
 - Seek opportunities for professional development and apply feedback to improve performance.

Communication:

- **Skills:** Clear and organized explanation of complex concepts, adapted to diverse learning styles.
- **Tasks:**

- Explain challenging subject material to students in a comprehensible manner.
- Adjust communication techniques to address diverse learning styles and cultural backgrounds.

Critical Thinking:

- **Skills:** Anticipation of needs and targeted instructional support.
- **Tasks:**
 - Identify gaps in student understanding and provide supplemental instruction.
 - Develop or find resources to address specific academic needs of students.

Equity and Inclusion:

- **Skills:** Advocacy for equitable practices and support for marginalized communities.
- **Tasks:**
 - Engage in proactive outreach to support students identified as needing priority assistance.
 - Work to reduce inequalities in student performance through targeted support.

Leadership:

- **Skills:** Role modeling and demonstrating college success skills.
- **Tasks:**
 - Serve as a role model by exhibiting effective study and success strategies in the Tutoring Center and during classes.

Professionalism:

- **Skills:** Dependability and reliable support.
- **Tasks:**
 - Consistently meet with assigned instructors to coordinate support for priority students.
 - Provide dependable and effective academic support to students.

Teamwork:

- **Skills:** Collaboration and conflict resolution.

- **Tasks:**
 - Collaborate with departments and student support services to connect students with necessary resources.
 - Manage conflicts and work effectively with diverse personalities, supporting students through challenges.

Technology:

- **Skills:** Proficiency with educational technology and software.
- **Tasks:**
 - Learn and utilize various student support software, including Navigate EAB and Canvas.
 - Adapt to new technologies to enhance efficiency and evaluate student engagement and performance.

Additional Responsibilities:

- Attend assigned classes to support students directly.
- Work with instructors to identify and support Priority Students.
- Serve as a liaison between students and academic resources.

Required Qualifications:

- Strong understanding of subject material relevant to Momentum courses.
- Ability to explain concepts clearly and support diverse learning needs.
- Dependability and consistency in providing academic support.

Additional Considerations:

- Experience in tutoring or academic support roles.
- Familiarity with educational technology platforms and student support software.

By fulfilling these responsibilities, you will support student success, enhance academic achievement, and contribute to a supportive educational environment at PVCC.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu

