



## **JOB DESCRIPTION: Biology Tutor**

**Name of Position:** Biology Tutor

**Department:** Natural Sciences Division

**Campus Location:** Beech Science Center

**Supervisor:** Jennifer Jin

**Length of Contract:** Semester Based

**Pay Rate:** Minimum Wage

**Job Purpose:** Provide Assistance and guidance in exam preparation for students taking Biology 2.

### **Job Responsibilities:**

- Student will hold weekly tutoring sessions and provide assistance for students in their preparations for exam and in the completion of homework assignments.
- Coordinate with instructor on a weekly basis to get updates on upcoming course topics and exams and to brief the instructor on the kinds of questions and problems students are presenting in the tutoring sessions.

### **Qualifications:**

- Must be a biology or marine biology major and have taken and successfully passed Biology 2
- Student should be dependable, approachable and have good communication skills.

### **Skill Development Areas:**

Individuals in this position will gain valuable experience in the development of communication and teaching skills.

**Evaluation:** Students will be informally evaluated at the end of the semester.