

Job Title:	Tutor, College of Osteopathic Medicine
Job Description:	This position facilitates student learning by helping to clarify specific course content and the use of study skills.
Reports to:	Learning Specialist, Student Affairs Department
Classification:	Staff, Part Time, Non-Exempt
Essential Duties:	<ul style="list-style-type: none">• Provide tutoring to COM students in one-on-one or small group sessions• Meet with students on COM Campus or other OSA preapproved virtual sessions• Utilize Paylocity to log tutoring hours and student attendance accurately• Act as a representative of the college; support the mission and vision of COM• Respect student's right to confidentiality and follows FERPA requirements• Complete required training
Qualifications/ Education:	Skills & Experience: <ul style="list-style-type: none">• Minimum 3.0 GPA in osteopathic medicine curriculum• A grade of B or higher in academic subject areas for which tutoring• Excellent communication skills• Ability to work with students one-on-one and in small groups
Compensation:	CHSU offers a competitive benefits and compensation package. Salary is \$15.50.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Tutor** in the subject field of the email.