

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

**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](mailto:careers@chsu.edu) and type **Tutor** in the subject field of the email.