

Nassau Community College - Collegiate Science and Technology Entry Program (CSTEP) Peer Tutor

The Collegiate Science and Technology Entry Program (CSTEP) is seeking an organized, positive, and student-centered candidate for the position of Peer Tutor for the 2020-2021 academic year. The Tutor will provide targeted academic one-on-one or small group sessions while building a sense of community for certain at-risk student populations. The Tutor will work collaboratively with the student to facilitate relevant support sessions based on student provided course content. The Tutor will assist students with homework, test preparation, projects or papers, or to prepare students for midterms or final exams. The Tutor will guide and explain challenging concepts and assist in building confidence with study skills and organization. The Tutor will meet in person when possible or via the Internet for individual or small group tutoring primarily in math, science, and technical classes. The Tutor may hold office hours or may be available by appointment. Tutoring is open to any student enrolled in the CSTEP. The Tutor will work directly with the Assistant Director in supporting the mission and goals of the program.

Duties and Responsibilities

- Train in appropriate academic success methods on topics such as time management, study skills, note-taking skills, productivity management, etc.
- Provide 30 minute tutoring sessions, support, and motivation to students during normal business hours Monday – Friday with the possibility of evening and weekend hours
- Manage follow-up session coordination after initial student assignment(s)
- Document and maintain notes for each session using Microsoft Teams
- Make appropriate referrals when necessary to other campus departments and organizations
- Collaborate with the Assistant Director in overseeing group sessions and student progress

Priority Courses

- BIO 109 - General Biology I, BIO 110 - General Biology II, BIO 201 - Anatomy, BIO 202 - Physiology
- CHE 151 General Chemistry I, CHE 152 General Chemistry II, CHE 201 Organic Chemistry I, CHE 202 Organic Chemistry II
- MAT 111 - Pre-Calculus, MAT 122 - Calculus I, MAT 123 - Calculus II, MAT 102 - Introduction to Statistics
- PHY 101 - General Physics I, PHY 102 - General Physics II
- PSY 203 General Psychology I

Qualifications

- Must be enrolled full-time in a Nassau Community College undergraduate program for duration of assignment
- Be currently or become enrolled in the Collegiate Science and Technology Entry Program (CSTEP)
- Demonstrate proficiency in course or equivalent content (a 3.0 minimum on a 4.0 scale)
- Exhibit strong interpersonal and active listening skills
- Ability to communicate and collaborate with a diverse population, including a variety of constituencies (students, professional staff and faculty)
- Initiative, attention to detail and ability to work independently and collaboratively
- Must be available to attend virtual training prior to the start of the 2020-2021 academic year appointment, (TBD).

Compensation (Part-Time or Work Study)

This assignment includes part-time employment with a base pay of \$13.50 an hour, paid bi-weekly. Ten hours of work per week is expected, which may include some evenings and weekends.

It is anticipated that the assignment will be for one academic year for candidates, however, due to funding and performance considerations, the position will be offered as a single semester appointment, subject to renewal, and will be contingent on an applicant being accepted and maintaining enrollment in an appropriate undergraduate program at Nassau Community College.

To Apply

Interested candidates who are currently Nassau Community College undergraduate students and enrolled CSTEP students should submit an application via [Purple Briefcase](#).

Candidates not currently enrolled in the CSTEP should visit [CSTEP at NCC](#) for eligibility requirements, fill out and [Application](#) directly or contact cstep@ncc.edu.