Job Description

POSITION: Student Tutor
SUPERVISOR(S): Dean of Students, Robert Laguna (rlaguna@aoma.edu)
SUPERVISES: N/A

GENERAL DESCRIPTION
- Provide individual and small group tutoring to students in Biomedicine, Herbs, and Acupuncture.
- Position renews annually and is expected to continue.
- Year is based on the academic calendar and runs from summer term to spring term.

DUTIES
- Stay in contact with supervisor for new assignments and announcements.
- Contact assigned students within two days of receiving assignment.
- Be on time and prepared for each tutoring session.
- Perform a self-evaluation at the end of each term.

MINIMUM REQUIREMENTS
- Must be currently enrolled student at AOMA, in good academic and financial standing, and eligible for Federal Work Study.
- Approval by the department for each subject tutoring.
- Ability to effectively communicate and interact with persons of diverse backgrounds and abilities.
- Establish and maintain cooperative working relationships.

PHYSICAL REQUIREMENTS
- Determines, distinguishes, identifies, recognizes, perceives, estimates, judges, inspects, compares, observes, assesses.

HOW TO APPLY
Send cover letter and resume to rlaguna@aoma.edu