

Federal Work-Study Virtual Tutoring Online Tutor Job Description

Online tutors provide individual or group instruction in a virtual learning environment (VLE). VLEs typically provide the tutor with the ability to communicate with students verbally and visually, using Zoom for interactions and sharing resources, such as course material or lecture notes, in a secure and controlled fashion.

Online tutors may complete duties similar to the following:

- Answer student questions related to the course content
- Resolve technical or connectivity issues
- Reply to student messages
- Respond to messages from peers and school administration
- Maintain required records

Tutor qualifications and skills:

- Be making satisfactory academic progress in accordance with the college's SAP policy
- Have access to a laptop and Internet
- Proficiency in one or more of the following academic subjects: Math, Writing, Reading, Sciences and Business
- Positive attitude
- Familiarity with Excel or willingness to learn

Supervisor: Tiffany Prince tprince@cgcc.edu

Location: Remote

