



COLLEGE *of*  
CHARLESTON

R.E.A.C.H. PROGRAM

## **Tutor Job Description**

### **Overview:**

The REACH Program at the College of Charleston is a four-year program designed to include students with intellectual disabilities in the academic, residential, social, and professional experiences of college life.

### **Duties and Responsibilities:**

- Provide academic support for students by:
  - Leading three tutoring sessions per week with the purpose of preparing the students for class
  - Guiding students throughout the semester in all academic endeavors
  - Encouraging students to utilize other campus resources such as their professors, the Center for Student Learning, and SNAP, when appropriate
- Other responsibilities include:
  - Report weekly with the REACH Program coordinator regarding the progress of the students, any concerns, and general updates
  - Communicating weekly with the students' professor(s) regarding tutoring topics/goals, any concerns, and general updates
  - Attend monthly tutor training sessions

### **Qualifications:**

The ideal candidate for this position will demonstrate responsibility, patience, flexibility, and enthusiasm. It is essential that the candidate exhibit leadership and the ability to command respect while remaining relatable to the students. A teamwork mentality is essential, as are excellent verbal communication skills and the capacity to ask for help, no matter the issue. Experience with education and/or students with intellectual disabilities are not expressly required. Applicants will be required to develop a strong understanding of FERPA regulations.

To be considered for this position, candidates must be enrolled in classes at the College of Charleston either as a graduate or undergraduate student during the semester(s) he or she wishes to tutor.

### **Time Requirements:**

This is a part time paid position with a commitment of 5-6 hours per week. We also ask that tutors take TEDU 205 – Exploring Leadership: Building Peer Facilitation Skills. Upon completion of this course, tutors will receive a pay raise.

### **To apply:**

Please complete the tutor application and submit it to REACHProgram@cofc.edu or RSS 233. Employment will begin the first week of each semester.

Please call **843-953-4849** if you have any questions.