



## Student English Tutor, Math Tutor, or Supplemental Instruction Leader

**Location:** Donnelly College, Kansas City, KS- Room 205

**Full/Part Time:** Part-Time

**Exempt/Non-Exempt:** Non-Exempt

**Position Reports to:** Director of Academic Support

### About Donnelly College

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class, with special focus on "those who might not otherwise be served." Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success and by serving as the region's only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor and associate degrees and certificates. Donnelly College also operates a fully accredited campus at the Lansing Correctional Facility that offers an Associate of Arts degree. To find out more, please visit [www.donnelly.edu](http://www.donnelly.edu).

### Job Summary

This is a part-time, grant-funded position (anticipate ten to twenty hours per week, during the Donnelly academic calendar). Tutors are asked to tutor either English or Math. Additional subjects may also be requested depending on the tutor's capabilities. Supplemental Instruction Leader will be asked to facilitate learning in chosen subject. Tutors/SI Leaders are expected to behave professionally while employed by Donnelly College. A student tutor/SI Leader will speak to classes regarding educational services provided by Donnelly College, lead workshops concerning study and test taking skills when needed, survey classes three times a semester, and provide assistance to individual students as well as facilitate group sessions. The person in this position must have a positive attitude and passion to help students be successful.

### Responsibilities

- Speak to classes about tutoring/SI services when needed.
- Follow the Academic Support requirements for confidentiality.
- Collect and analyze tutoring center data.
- Assist students in reading and writing, but not complete assignments or papers for the students.
- Be positive but honest during tutoring/SI sessions.
- Assist students in developing appropriate reading, writing, study, and test taking skills, note-taking strategies, etc.
- Promote student involvement and awareness of campus resources.
- Perform other duties as assigned.
- Complete an application form, which includes two faculty recommendation forms.
- Distribute surveys/fliers and make periodic announcements to targeted course sections.
- Maintain regular working hours.
- Notify the Director of Academic Support in advance about changes in the schedule.
- Check Donnelly email address weekly for tutoring center announcements.
- Model appropriate professional attitudes and behaviors to students and faculty/staff.

### Qualifications

- Current Donnelly College student
- Cumulative GPA of 2.5 or above
- Proficient with technology (Microsoft, Student database programs).
- Excellent written and verbal communication skills.
- Ability to work under pressure; excellent organizational and communication skills.
- Ability to manage multiple tasks, set priorities, and meet deadlines.

### How to Apply

Please e-mail Kim Gianakon at [kgianakon@donnelly.edu](mailto:kgianakon@donnelly.edu) or call (913)621-8764.