KYCO TUTOR

Division: KYCO   **Department:** Student Affairs   **Experience:** Entry-level

Job Code: FWSKYCOTUTOR   **Supervisor/Reports To:** Tiffany Coleman

Start Date: 8/1/2025

Provide tutoring support to KYCO students in designated course content areas. Encourage academic success through effective communication, structured study support, and collaboration with faculty.

Responsibilities and Career Competencies:

1. Provide individual tutoring sessions in approved subjects – C, CT, T

2. Guide and support students in becoming more successful, independent learners – C, P, CTR

3. Help students master course concepts and applications under direction of the course director – CT, C

4. Integrate effective study strategies and promote academic success – CT, P

5. Encourage systematic approaches to studying – C, CSD

6. Use effective and respectful communication skills with diverse individuals – C, CTR, P

7. Maintain consistent communication with supervisor and tutoring coordinator – C, TW, L

8. Abide by FERPA regulations and uphold confidentiality at all times – P

9. Demonstrate clear and effective communication – C

10. Utilize organized note-taking and academic documentation – T, C

11. Establish positive relationships with students, faculty, and staff – TW, CTR

12. Participate in offered professional development – CSD, P

Competencies/Skills: Communication (C), Teamwork (TW), Professionalism (P), Career & Self-Development (CSD), Critical Thinking (CT), Community Transformation (CTR), Leadership (L), Technology (T)

Education Requirements: Must be a current KYCO student with a minimum grade of 'B' in the course(s) to be tutored.

Preferred Skills: Strong note-taking, effective communication, professionalism, and tutoring or mentoring experience.

Work Schedule: No more than 5 hours per week unless otherwise approved.

Work Conditions: Indoor environment under normal office/study room conditions.

Physical Demands: Keyboarding and extended periods of seated work.

Number of Positions: Varies

Pay Rate: $15.00/hour

Location: HPE Building

To Apply: Upload your application and resume, and submit an unofficial transcript to show course competence.

Application Notes: Resumes and applications will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age, or disabilities in its programs, activities, hiring, or admission of students.