# KYCOM TUTOR

**Division:** KYCOM          **Department:** Academic Affairs          **Experience:** Entry-level

**Job Code:** IWSKYCOMTUTOR          **Supervisor/Reports To:** Heather Quinn

**Start Date:** 8/25/2025

Provide tutoring services to KYCOM students in approved subjects, facilitating academic success and promoting effective study strategies. Ideal for KYCOM students with strong communication skills and a passion for helping peers succeed.

**Responsibilities and Career Competencies:**

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

2. Guide students to become successful, independent learners – C, TW, CT, CSD, L

3. Assist students in mastering concepts, applying course material, and developing effective study strategies – CT, CSD, TW, P, C

4. Encourage systematic approaches to studying for academic success – CT, CSD, L, C

5. Use respectful, positive communication with diverse students, faculty, and staff – C, CTR, P, TW

6. Maintain consistent communication with Tutoring Supervisor – C, TW, P

7. Abide by FERPA regulations and maintain confidentiality – P, C, CTR

8. Demonstrate organized note-taking skills – T, P, CSD

9. Establish positive relationships with students, faculty, and staff – CTR, TW, C, L

10. Participate in professional development opportunities – CSD, P, L, T

**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 KYCOM student with a minimum grade of 'B' in the course tutored.

**Preferred Skills:** Strong communication skills, positive attitude, ability to establish rapport quickly, organized note-taking, and willingness to engage in professional development.

**Work Schedule:** Varies depending on assignments.

**Work Conditions:** Normal office/study room environment.

**Physical Demands:** Keyboarding, sitting for extended periods.

**Number of Positions:** 10

**Pay Rate:** $15/hour

**Location:** Coal Building

**To Apply:** Complete required sections of the application and upload a resume.

**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 the admission of students.