**Position Description**

**Position Title: Quest Tutor**

**Supervisor: Brandon Walker or Designee**

**Hiring Manager Contact: Brandon Walker - brandon.walker@salem.edu**

**Position Status: Part-Time Academic Calendar Schedule  
Classification:** Commissioned – Student Employment

**$10.00 per hour for up to 8 hours per week for a maximum of 10 weeks per semester**

**About Salem Academy and College**

Salem Academy and College is the oldest continuously operating educational institution for girls and women in the country. Since 1772, the institution has engaged in transformational change to innovate women’s education. Founded with the mission of making education accessible to all, Salem has a rich 252-year-old history and a long-standing track record of educating students who are prepared to make a bold impact locally, nationally and globally through liberal arts education. Our graduates are committed to making the world a better, healthier and more equitable place. Salem College is the nation’s only liberal arts college exclusively dedicated to developing the next generation of health leaders.

**Position Summary:**

Salem College is dedicated to the academic success of its students. We’re seeking a passionate and knowledgeable Tutor in our Quest Tutoring Program to join our team and provide personalized support to students of various ages and skill levels.

**Essential Duties and Responsibilities:**

* Provide one-on-one or small group tutoring sessions in various subjects, including but not limited to Biology, Chemistry, Physics, Spanish and other subjects needing support.
* Assess students' strengths and weaknesses to tailor lessons and improve their understanding of key concepts.
* Develop and implement engaging lesson plans and practice exercises that align with curriculum standards.
* Assist students with homework, test preparation, and project completion.
* Monitor and track student progress, offering constructive feedback and adjusting teaching methods as needed.
* Foster a positive and encouraging learning environment that builds students' confidence and enthusiasm for their subject.

**Required Qualifications:**

* Experience in relevant field demonstrated by successful completion of courses in the topic of study, recommendations from faculty of the specific discipline or equivalent experience.
* Proven experience as a tutor or educator, preferably with experience in the relevant subjects.
* Excellent communication and interpersonal skills.
* Ability to explain complex concepts in a clear and relatable manner.
* Strong organizational skills and attention to detail.
* Patience, empathy, and a passion for teaching and helping students succeed

**Physical Functions:**

While performing the responsibilities of the Quest Tutor the employee is required to sit for varying lengths of time; bend, reach, lift, push, and pull up to 40 pounds; occasionally stand, walk, and kneel and regularly ascend/descend stairs; use hands and fingers to handle or feel and manipulate keys on a keyboard; perform extended periods of work at a computer workstation, viewing computer monitor; perceive sounds at normal speaking levels with or without correction and receive detailed information through oral communication; express and exchange ideas by means of spoken word; and work in an office setting.

*Salem Academy and College is an equal employment opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity, veteran status, pregnancy, or any other characteristic protected by law in its employment practices.*

*Print Name Signature Date*