



## **Educational Opportunity Program Tutor \* SUNY Sullivan College in Loch Sheldrake, NY**

**Overview:** SUNY Sullivan College is seeking a EOP (Educational Opportunity Program) Tutor in Loch Sheldrake, NY.

The Educational Opportunity Program (EOP) is a New York State college access and academic support program available to students whose educational and economic circumstances prevented them from demonstrating their potential. EOP provides a broad range of services, including tutoring, skill development workshops, leadership opportunities, mentoring, counseling, advisement, pre-freshman summer experience, and modest financial support. Established in 1967, the Educational Opportunity Program is one of the most successful endeavors of its kind.

Under the supervision of the EOP Director, the EOP Tutor is responsible for helping students improve their academic performance. Tutors help students understand key concepts in their coursework during individual and/or group tutoring sessions. An important role of the tutor is to help the student attain self-confidence by providing positive feedback, encouragement, and helpful tools to attain success in the course. Tutors do not provide answers, they guide the student towards independence and how they can attain the answer themselves.

This is a Part-Time position and requires flexible scheduling including evenings. Tutors are required to be available in person and online. Their working hours will depend on the number of students requiring tutoring in their subject area(s). There is no guarantee of continued employment from semester to semester. EOP Tutors can only tutor EOP students during their assigned EOP tutoring hours.

### **Requirements:**

GPA of 3.0 or higher

Reference Check

High School Diploma Plus some college background required. Bachelors preferred.

Ability to demonstrate strong knowledge in specific academic subjects

Ability to work with a diverse student population, at many skill levels, in a friendly supportive way.

Final grade of B+ or higher in the course(s) you would like to tutor OR equivalent related coursework at another regionally accredited institution.

Overall Cumulative GPA of B (3.0 GPA) or higher.

Capable of tutoring online using a variety of software applications.

**PREFERRED QUALIFICATIONS:**

Can tutor multiple courses.

Have taken higher-level coursework in the discipline than what they wish to tutor.

Have prior experience working with students one-on one or in small groups.

Have experience working with diverse populations including those learning the English language.

Bilingual in English and Spanish.

**DUTIES AND RESPONSIBILITIES:**

Review and reinforce what has been taught in classes for clarity and understanding through one-on-one or group tutoring

Support learning by:

providing expertise in specific content and cognitive areas

directing and maintaining focus of tutorial session

Refine students study skills for independent learning through the use of individual, group, or workshop sessions; topic areas may include, but are not limited to:

note taking skills

college textbooks and reading skills

test anxiety

time management

Mentor Peer Tutors

Disseminate information and refer students to other services such as academic advising, disability services, personal counseling, and career and transfer counseling.

Maintain up to date electronic reports on each tutoring session

Work collaboratively with faculty for assignment clarification and student guidance

Maintain a professional atmosphere and workplace

**Shift and Salary:** \$15.50 to \$17.04 per hour depending on experience, for a maximum of 16 hours per week in the summer, depending on the needs of the EOP department.

**Please submit your cover letter, resume, and the contact information for 3 professional references to <https://sunysullivan.edu/suny-sullivan-careers/>**

Applications will be accepted until the position is filled