

**NORTH CENTRAL MICHIGAN COLLEGE  
PART-TIME NURSING TUTOR POSITION DESCRIPTION**

POSITION TITLE: Nursing Tutor (Part-time)	POSITION CODE: NON-EXEMPT	HOURS: PART TIME	ORIGINAL DATE:	GRADE:
ORGANIZATIONAL UNIT: NURSING	REPORTS TO: Director of Learning Support Services		REV NO. & DATE: Sept. 2021	PAGE: 2 of 2

**SUMMARY:** Coach and mentor students to facilitate their success in reaching their goals to become a nurse. Meet with students individually and in groups to support them as they clarify, review and learn concepts taught in class and clinical experiences.

**PRIMARY FUNCTIONS:**

1. Assist North Central students with learning content and help them think critically and apply the content to prepare students for success in the classroom, laboratory, and clinical sites.
2. Provide accurate and timely student-centered feedback.
3. Collaborate with Faculty to develop nursing support materials and enhance student outcomes.

**DUTIES:**

1. Meet with students individually and in small groups to reinforce and assist students with understanding content taught in nursing courses.
2. Help students apply nursing concepts and think critically about course content and how it applies on exams, in the laboratory, and clinical sites.
3. Use available assessments and student input to help target areas of student need. Adapt tutoring methods and instructional materials to meet students' varying needs and abilities.
4. Maintain student confidentiality at all times.
5. Motivate, support, and empower students to expand their subject area confidence and assist them in defining academic success and monitoring progress.
6. Computer skills- utilize the learning management system and tools to work remotely when necessary. Demonstrate competence with other computer skills to complete job duties.
7. Maintain accurate records of student attendance and participation.
8. Develop content-related tutoring materials in collaboration with faculty.
9. Develop rapport and maintain contact with students, faculty, advisors, and campus services.
10. Refer students to other North Central supports as needed.
11. Maintain competencies and participate in professional development activities.
12. Assist tutoring coordinator in tracking student success and other duties as assigned.

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**Preferred Qualifications:**

1. Associates Degree, Bachelor's preferred with three or more years' experience as a Registered Nurse in a clinical and/or educational setting.
2. Tutoring or teaching experience with excellent written communication skills.
3. The ability to communicate effectively with a diverse group of students.
4. The ability to effectively assist and assess student learning.
5. The ability to effectively plan, organize, communicate and manage a complex, fast-paced environment.
6. Willingness to work as a team member with staff, faculty and students.
7. Excellent organizational skills, professional conduct and reliability.
8. Knowledge and/or commitment to the community college mission.
9. Respect for the goals and experiences of a diverse group of students, staff and faculty including but not limited to age, gender, race, ethnicity, ability, sexual orientation, national origin or economic status.

**NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of North Central Michigan College to offer employment and access to all campus programs without regard to race, color, national origin, religion, sex, sexual orientation, age, height, weight, marital status or disability. Inquiries regarding compliance with all federal, state and local statutes and regulations may be directed to: Vice President of Finance and Facilities, Administration Building, North Central Michigan College, 1515 Howard Street, Petoskey, MI 49770 Telephone: 231-348-6600.

***I understand that this job description is intended to describe the general nature and level of work being performed when assigned to this job. It is not to be construed as an exhaustive list of all job duties that I may perform and shall not be construed as declaring all specific duties and responsibilities. It is not intended to limit or in any way modify the right of my supervisor to assign, direct, and redirect work.***

***I understand I may be asked to perform additional duties as required by my supervisor that are of similar kind or level of difficulty.***

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_