

***NAPA VALLEY COLLEGE  
STUDENT WORK STUDY  
JOB DESCRIPTION***

**TITLE OF JOB:** EMBEDDED TUTOR

**POSITION 7 F95TED:** NOV. 2023

**DEPARTMENT:** MATHEMATICS

**GENERAL PURPOSE:**

Under the supervision and direction of faculty, Embedded Tutors (ET) help students learn the concepts presented in class, facilitate learning concepts, and support study skill development.

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**DUTIES:**

Attend supervisor's class and support the classroom activities, conduct regular study sessions, and maintain records of student participants. ET will provide feedback on student work and communicate regularly with faculty supervisor. ET refers students to campus support services, if necessary.

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**SKILLS REQUIRED:**

Completed tutor training through the Math Success Center and FERPA training. ET's will maintain knowledge of course material for the course that they are tutoring. Ability to interact effectively with a diverse student population, understand and carry out oral and written directions; communicate effectively with faculty, staff, and students.