

**Link-Systems International, Inc.**  
**Job Description**

**Position Description:**

<u>Title:</u>	ONLINE TUTOR	<u>Salary:</u>	\$10-12.00/hour
<u>Reports to:</u>	Director, Online Tutoring	<u>Travel:</u>	Modest/None

Daily Responsibilities:

Will work directly with high-school and college students over the internet to provide assistance with homework and test preparation. Responsibilities will include:

- Facilitate development of learning skills and concepts.
- Assist students in solving problems, without doing their work for them.
- Provide guidance and encouragement, and maintain a positive attitude.
- Answer and ask questions.
- Encourage good study habits.
- Hold individual and small group tutoring sessions.
- Tutor in more than one content area.
- Available for tutoring no less than twenty hours per week.
- Facilitate learning, don't lecture the material.
- Answer specific questions about material presented.
- Assist students in learning problem solving strategies and methods of studying.
- Keep proper records and turn them in to Link-Systems.

Position is full- or part-time, staff level, with opportunity of advancement.

Describe Ideal Candidate:

Currently in school (we will accommodate class schedule, if necessary), or a recent graduate of college. Candidate must also understand basic programming concepts and be Internet savvy. Must be flexible, willing, and able to learn new skills.

Position Requirements:

- Masters/Doctoral level graduate...
- Or currently enrolled in graduate or undergraduate-level mathematics, computer science, or engineering studies, with 2 years minimum study in tutor discipline.
- Minimum overall GPA 3.0, with no less than a B grade in tutoring subjects.
- Strong verbal communication skills.
- Patience in working with students for whom learning does not come easily.
- Responsible, dependable, and organized work habits.