



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Allied Health Tutor/Mentor

Position Title: Allied Health Tutor/Mentor
Contract Term: 12 month
Accountable To: HEART Project Director
Salary: \$34,234 - \$37,169

Summary of Position: Responsible for tutoring/mentoring HEART project participants in their Allied Health courses. Assist students with their coursework and assignment with the goal of developing academic skills that will enable students to succeed throughout their academic degree plan. Facilitate learning as a guide and a coach to assist students to become successful, independent learners. Provide individual and small group tutoring/mentoring by integrating effective study and learning strategies to maximize the student's potential for academic success. Research and assist with the implementation of ways to improve the program, and attending meetings and training sessions.

JOB CHARACTERISTICS:

Personal Contacts:

This position requires regular meetings with TMCC Allied Health Instructors and HEART participants to identify tutoring and mentoring needs of the students.

Supervision Received:

HEART Project Director on a regular basis.

Essential Functions:

Position requires the ability to communicate effectively. Must be self-motivated and resourceful. Must be able to speak and present information in individual and group settings.

RESPONSIBILITIES:

- Work cooperatively with faculty, Director and related staff members to deliver a cohesive and effective program that responds to the needs of the student.
- Assist students with problem sets, papers, and other subject-related coursework. Discuss difficult concepts and provide new approaches to understanding them.
- Listen actively and provide clear explanations.
- Create a comfortable, friendly atmosphere. Be approachable and willing to help students. Show enthusiasm for tutoring/mentoring and the subject matter.
- Introduce students to study strategies and skills which will assist them with their coursework.
- Provide individual and small group tutoring/mentoring sessions to Allied Health project participants enrolled in the HEART project. Encourage and facilitate group study.



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- Participate in training sessions and professional development.
- Maintain and increase knowledge of subject area by reading course materials such as textbooks, handouts, and web pages.
- Prepare outlines and materials for academic programs and review sessions.
- Provide extraordinary customer service.
- Maintain a professional, courteous attitude and demeanor in all instances when working with students, and when acting as a representative for TMCC in the Tutor/Mentor's official capacity within the college community.
- Keep logs of tutoring/mentoring contacts and progress and submit them weekly.
- Help students prepare for exams by offering pre-exam review sessions and extended hours as necessary.
- Read and communicate using Google email; use TMCC's Jenzabar and Canvas learning management systems, effectively search the Internet for information, use MS Word and other office software; and technologies and applications.
- Willing to work flexible hours (Fridays and evenings), and other locations when necessary.
- Meet with faculty, Director, and/or other staff members to plan appropriate academic support for students.
- Follow through on supervisor requests in a timely manner. Submit timesheets, reports, data and paperwork, by set deadlines.
- Seek formal and informal feedback on your performance from students. Complete end-of-semester performance evaluation processes.
- Consult with students, instructors, and other staff members for advice, guidance, and direction in tutoring/mentoring work.
- Arrive at least 5 minutes early to your designated sessions and collaborations with faculty appointments.
- To be able to organize time for: scheduled tutoring/mentoring sessions, meeting with faculty, coordinator and other staff members, attend class sessions, attend any training or meetings, and provide for walk-in hours.
- Respect student's rights to confidentiality and follow legal guidelines regarding information.
- Perform other duties consistent with the position of Tutor/Mentor that may be assigned when not working with students. These tasks are secondary to providing students assistance.
- Follow stated policies and procedures.
- Assist Allied Health faculty as needed.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of Allied health professions and the TMCC allied health occupation training programs offered.



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Skills: This position requires well-developed communication and organizational skills and the interpersonal relation skills appropriate for regular and intensive interaction with students. Must possess outstanding customer service skills, be able to listen without being judgmental, perform multiple tasks and operate all types of office equipment.

Abilities: The ability to interact and work effectively with faculty as well as a diverse population of students. Ability to infrequently lift and carry items up to 10 lbs. Ability to frequently travel between classrooms and offices, and/or buildings on campus.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Associate degree in Allied Health field.

Preferred Qualifications:

- Bachelor's degree in Allied Health field.
- Teaching/tutoring/mentoring experience, particularly in post-secondary coursework.
- Other relevant work experience that demonstrates either knowledge of the content or the ability to work with students or the ability to communicate ideas effectively.

Written: 11/15

Revised: 1/19