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JOB POSTING
OFFICE OF HUMAN RESOURCES
July 27, 2026

POSITION: Professional Tutor – Imaging Sciences

DEPARTMENT: Center for Student Support

DIVISION: Enrollment Management and Student Affairs

STATUS: Part-Time, non-exempt; flexibility depending on need and student availability

Hourly Pay: \$21 to \$25 per hour

General Description:

The Professional Tutor works in the Center for Student Support providing in-person or virtual tutoring support to the Undergraduate cohort of enrolled students for Imaging Sciences. This position requires flexible scheduling to include possible evenings. Based on needs, hours per week are up to 20 hours. Special consideration will be given to candidates with a background that includes previous tutoring and/or teaching experience as well as experience with the implementation of a student-centered instructional strategy. The Professional Tutor must have a high level of reliability, commitment, and responsibility and be comfortable working independently as well as collaboratively.

Organizational Relationships:

1. Reports to the Accessibility Resources and Academic Success Manager

Specific Duties and Responsibilities:

1. Meets and supports students through small group, 1:1 tutoring, and/or hosts drop-in tutor sessions.
2. Provides content-based learning activities to enrich and support course content.
3. Provides study strategy suggestions and tools to enhance active learning.
4. Review and reinforce what has been taught in classes for clarity and understanding.
5. Integrate effective study and learning strategies in addition to discussing content information during student sessions with the goal of assisting the student to develop into a successful, independent learner.
6. Responsible for maintaining records of student contact and submitting paperwork in a timely manner.
7. Will need to become familiar with and use WOnline.
8. Work collaboratively with faculty for assignment clarification and student guidance.
9. Will need to become familiar with D2L and how to access course materials.
10. Create and submit timely documentation regarding tutor content delivery, attendance, etc.
11. Provide support and review for general assignments to support student needs.
12. Direct and maintain focus of the tutorial session.

13. Refine students' study skills for independent learning using individual, group, or workshop sessions; topic areas may include, but are not limited to, note-taking skills, college textbook and reading skills, goal setting, test anxiety, and time management.
14. Provide mentorship, as needed, to student tutors.
15. Disseminate information and refer students to other services such as academic advising, disability services, personal counseling, and career readiness services.
16. Participate in tutorial training, staff meetings, and professional development as directed.
17. Help to support exam proctoring.
18. Maintain professional demeanor.
19. Be familiar with Code of Conduct, Code of Ethics, and other programmatic requirements.
20. Participate in all required trainings.
21. Other duties as assigned.

Methods of Accountability:

1. Verbal and written reports to the Accessibility Resources and Academic Success Manager.
2. Verbal and written feedback from faculty and staff.
3. Annual performance evaluation by the Accessibility Resources and Academic Success Manager.

Mental and Physical Requirements:

1. Effective and professional verbal and written communication skills.
2. Ability to explain complex concepts in a clear, concise manner.
3. Ability to work well with individuals of a wide range of skills and backgrounds.
4. Professional demeanor.
5. Ability to handle discretion and confidentiality.
6. Ability to work independently and allow for frequent interruptions.
7. Flexible day and evening hours with one day a weekend -hours are flexible - required.

Education, Training, and Experience:

1. Imaging Sciences graduate, Radiologic Technology or Diagnostic Medicine Sonographer preferred, who has successfully entered the workforce in the Imaging Sciences profession.
2. Special consideration for previous experience as a tutor, teaching assistant, or other leadership engagement during the individual's student tenure.
3. A cumulative GPA of 3.25 or higher, while enrolled in the programmatic undergraduate studies.
4. Ability to demonstrate strong knowledge across courses.
5. Must possess excellent written and verbal communication skills.
6. Ability to work with a diverse student population, at many skill levels, in a friendly and supportive way.
7. Must possess excellent interpersonal and organizational skills.
8. Must be detail-oriented and able to work in a fast-paced customer service office environment. Some nights and weekends as needed.
9. Candidate must have flexibility for in-person and virtual engagement.

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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