

## Tech Tutor (a student position) Job Description - \$14/hour

The Office of Information Technology is seeking culturally responsive\*, technology-friendly, student technology tutors to help meet campus peers' needs and help bridge the technology learning gaps. Technology tutors will help transform the student learning experience by working with their peers and the technology tutor coordinator to ensure academic technology support structures remain in place and meet our college populations' growing needs. This new program and initiative is born out of our distance learners'\*\* needs and will continue to grow as we partner and collaborate with other academic support centers.

*\* According to the National Center for Culturally Responsive Educational Systems (NCCREST), "cultural responsiveness is the ability to learn from and relate respectfully with people of your own culture as well as those from other cultures." (<https://www.latinoliteracy.com/mean-culturally-responsive/>)*

*\*\* Distance learning, also called distance education, e-learning, and online learning, form of education in which the main elements include physical separation of teachers and students during instruction and the use of various technologies to facilitate student-teacher and student-student communication. (<https://www.britannica.com/topic/distance-learning>)*

\*\*\*\*Students from diverse backgrounds and languages are encouraged to apply\*\*\*\*

### **Duties include:**

- Help new and returning students navigate online learning tools by providing peer tutoring for technology-based applications like D2L, Microsoft 365 (Word, Excel, Outlook), Kaltura Mediaspace, Zoom, etc.
- Provide 1:1 or 1:small group learning & 'getting started with college technology' sessions
- Develop technology learning videos and articles to supplement existing technology services

### **Successful Outcomes:**

- A successful tech tutor not only understands how to use the applications, but can provide a calm and supporting space for their peers to ask questions and gain confidence around these tools.
- A successful tech tutor values the unique experiences their peers bring to the conversation and works to comprehend both the spoken and written words of their peers.
- A successful tech tutor is able to articulate & demonstrate both as a guided practice and independent practice the in-n-outs of technology, while also being extremely respectful of the questions and challenges their peers present.
- Finally, a successful tech tutor demonstrates their commitment to the four goals of the commitment to quality education and student success, as outlined in the Colleges' Strategic Plan:

Goal 1: Commit to Student Success

Goal 2: Promote Academic Excellence

Goal 3: Foster a Vibrant Culture that Practices Equity and Inclusion

Goal 4: Establish a Strong Reputation and Valuable Partnerships