

Holy Cross College
Student Employment

Title: **Chemistry Tutor**

Department: Department of Physical and Life Sciences

Supervisor: Zhutian Zhang

Email: zzhang@hcc-nd.edu

Schedule: Approximately 8 hours per week to be determined with the supervisor

Rate of pay: \$8.50 per hour

Location: Virtual or Vincent classroom

Purpose

Chemistry tutors assist students with various levels of chemistry and assist the Instructor of Chemistry with other duties within the department as required. We provide a professional work environment that teaches responsibility, commitment, and a strong work ethic.

Essential Job Duties:

- Answer student questions, review student work
- Assist students by explaining chemistry concepts and help students with their homework and test preparations. Also assist with lab and class projects
- Keep instructor informed of needs of students
- Maintain a learning environment by monitoring noise and use of facilities

Minimum Education, Skills and Abilities:

Required Qualifications

Level 1: Have taken College General Chemistry, College Algebra

Level 2: Have taken General and Organic Chemistry

- Must be efficient in the assigned Chemistry level
- Alert, friendly, and attentive at all times
- Dependable with a good work ethic
- Strong interpersonal and communication skills
- Ability to work effectively with a diverse student population
- Possess basic computer skills