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