

Holy Cross College
Student Employment

Title: **Accounting Tutor**

Department: Business

Supervisor: Linda Thorpe Gordon

Email: ltorpegordon@hcc-nd.edu

Schedule: Approximately 10 hours per week to be determined with the supervisor

Rate of pay: \$12.00 per hour

Location: Vincent Hall – mathematics tutoring center

Job Purpose:

Explain concepts and assist students in understanding and mastering Introductory Accounting, Principles of Financial Accounting, and Principles of Managerial Accounting. The position will work directly with the assigned professor of the courses. The hours assigned may be directed by the division chair.

Essential Job Duties

- Work with students individually or in small groups to clarify course material and facilitate learning using a coaching approach
- Maintain records of students tutored as required under department guidelines while keeping both student and course materials confidential as required
- Be available to work flexible schedule as requested and report to duty on a timely bases
- Perform other duties as assigned

Minimum Education, Skills and Abilities:

- Required completion of Financial Accounting and Managerial Accounting at B + or higher. A Jr. or Sr. level standing or equivalent
- Advanced accounting knowledge is essential as well as the ability to break concepts down into the component skill sets to assist students understand the course material
- Interpersonal relations skills; meeting students and assisting them in the comprehension of accounting functions so that they may complete assigned accounting homework
- Ability to communicate and instruct the material using an approachable coaching style
- Time management skills, observational skills and computer skills utilizing excel, word and standard business functions are required