



Pay Scale for Student Tutors
Memorandum #HR-3.00
Nunez Community College

Title: Pay Scale for Student Tutors

Effective Date: 08-21-2019

Last Revision Date:

Cancellation:

Department/Office: Human Resources

Memorandum

Student tutor(s) in any subject area assist students in the Student Success Center by providing support with accessing and utilizing appropriate tutorial software, as well as impart effective face-to-face individual and group tutoring. Student tutor(s) also assist faculty and staff who conduct success-related seminars on campus or in student success related activities.

Requirements:

- Cumulative and Current GPA 3.0 or above, including 3.0 or above in subject to be tutored.
- If tutoring mathematics, completed College Algebra with a grade of B or above, and if tutoring writing skills, completed English Composition I with a grade of B or above. The coordinator of the SSC will review other grades as necessary.
- Demonstrate strength in application of subject matter through a content skills-based test upon interview, as well as intermittently throughout period of employment.
- Possess strong computer skills in basic office software, online tutorials, and cloud-based software to assure appropriate and accurate data collection, as well as quality presentations.
- Recognize and address learners' needs to ensure effective tutoring.
- Committed to providing quality customer service to prospective and current students.
- Able and willing to work agreed upon hours/days established each semester based on tutors' class schedule and needs of the Center.



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Payment Schedule for Tutors

The following will be the payment schedule for tutors, effective immediately starting with the Fall 2019 semester. All future changes to this schedule will be approved by the Chancellor’s cabinet.

Credentials	Hourly Rate
High School Diploma and Currently pursuing Associates Degree	\$8.00
Associate Degree	\$9.00
Bachelor’s Degree	\$10.00

X	Reviewing Council/Entity	Review Date	Effective Date
X	Vice Chancellor for Finance & Operations	08-18-2019	08-21-2019
X	College Compliance Committee	08-19-2019	08-21-2019
X	Chancellor’s Council	08-21-2019	08-21-2019

Distribution: Distributed Electronically via College’s Internet 08-22-2019

Chancellor’s Signature/Approval



SIGNATURE: _____
 Tina M. Tinney, Ed.D.
 Chancellor

DATE: 08-21-2019