

Howard Community College

Workstudy Job Description

Job Number:	312
Job Title:	English Institute Conversation Tutor
Department Name:	Continuing Education - ELC
Supervisor Name:	Kathie Martin
Supervisor Phone #:	443-518-4381
Supervisor Email:	kmartin@howardcc.edu
Employer Address:	HR-200H, 10901 Little Patuxent Pkwy, Columbia, MD 21044
Location Student Will Work <i>(If Different from Above):</i>	Assist online as needed via Zoom.

Job Description and Responsibilities <i>(include job purpose):</i>	Work independently and lead students in tutoring sessions. Make initial assessments of students. Initiate, make and maintain student tutoring schedules. Prepare for each tutoring session beforehand based on a review of the previous week's work covered. This job represents one on one conversation with native English speakers in order to enhance language growth for English Institute students.
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Qualifications / Experience Required:	English language skills must be fluent with mastered grammar knowledge, clear articulation, and fluid speaking patterns.
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Pay Grade	3
Hourly Wage	\$13.50 (Year 1) \$13.75 (Year 2)