



# Computer Center Tutor

## **Description:**

Assists students in using the REACH Computer Center's computers and university software, courseware and e-mail. May assist students with Internet research, document preparation, or multimedia access. Provides drop-in tutoring for Blackboard-assisted courses. Responsible for the following:

## **General Responsibilities:**

1. Provides help desk support to students effectively.
2. Provides help with basic CIS Computer Programming and other selected courses.
3. Monitors Sign in/sign out of self and students on Accutrack.
4. Complies with University Family Education Rights and Privacy.
5. Stays up to date with required computer knowledge.
6. Monitors the print jobs and other activities of students when in the center.
7. Attends tutor training and staff meetings as required and completes on-line training modules as assigned.
8. Assists with advertising the Computer Center as assigned.

## **Evaluation:**

Observation of new staff and supervisor evaluations of all tutors are conducted each semester. The purpose for each observation and evaluation is to recognize and indicate good practice and to also help each tutor improve his/her performance