



# Hill-Murray School

## The Catholic Benedictine Prep School, Grades 6-12

Reporting to the VP of The Nicholas Center (TNC), the TNC Tutor aids with the smooth and effective running of the Nicholas Center Programs.

### **Key Responsibilities:**

- To gather and manage materials and resources needed for effective management of TNC programs.
- To work with individual or small groups of students on an as-needed basis, as assigned.
- To support and monitor student progress in conjunction with the Director of the TNC.
- To respect the confidentiality of the sensitive nature of the TNC's student population and their unique needs.
- To assist in preparing and maintaining reports, collecting data, managing, organizing, and stocking The Nicholas Center space and materials, updating calendars, copying lecture notes, and filing data as needed or assigned.
- To maintain a professional attitude and demeanor, always modeling appropriate pro-social, participation, and problem-solving skills.
- Other duties as assigned.

### **Qualifications/Desired Skill Sets:**

- Organization; time management
- Interpersonal communication
- Flexibility
- Familiarity with word processing and other standard software programs
- Capacity to work well with students
- Ability to problem-solve
- Self-sufficient; takes initiative

### **General Responsibilities of Catholic School Employment:**

Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the school. An employee's behavior must not violate the faith, morals, or laws of the Church or the Archdiocese to embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

### **Compensation and Benefits:**

FTE and Benefits as indicated on Confirmation of Terms and Conditions of Employment.