

**Holy Cross College**  
**Student Employment**  
**Fall 2019**

**Title:**         **Accounting Tutor**

**Department:** Business

**Supervisor:** Linda Thorpe Gordon

**Email:**         [lthorpegordon@hcc-nd.edu](mailto:lthorpegordon@hcc-nd.edu)

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

**Rate of pay:** \$8.50 per hour

**Location:**     Vincent Hall – mathematics tutoring center

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**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, work and standard business functions are required