JOB ANNOUNCEMENT

JOB TITLE: Professional Academic Coach/Tutor (PAC/TUTOR)
REPORTS TO: Title III NASNTI PAC/Tutor Coordinator
STATUS: Part-time, non-exempt
LENGTH OF EMPLOYMENT: Spring Semester 2020
Wage: $15/hour

JOB OVERVIEW: Provide focused tutoring support in Math for Nurses. Proficient to tutor in PreCalculus, Anatomy, Physiology, and Microbiology.

DUTIES AND RESPONSIBILITIES:
• Participate in PAC/TUTOR orientation and training as directed by coordinator
• Read and adhere to PAC/TUTOR guidelines from the PAC Handbook provided
• Provide focused tutoring in Math for Nurses, Mathematics, and Biological Sciences
• Initiate, facilitate, and monitor Math for Nurses study groups
• Create concise concept videos in identified STEM courses as directed
• Incorporate effective learning strategies into PAC sessions
• Provide individualized support in academics and persistence during study sessions
• Maintain and submit timely documentation; maintain study area set-up and take-down
• Assume additional duties as relevant and as requested

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Ability to tutor in Math for Nurses, Mathematics, and Biological Sciences
• Ability to engage students, encourage persistence, and teach learning strategies
• Demonstrate willingness and ability to act ethically and responsibly

EDUCATION AND EXPERIENCE REQUIRED:
• Successful completion of Math for Nurses – A or B required
• Successful completion of PreCalculus Algebra, A&P, and Microbiology - A or B required

SPECIAL REQUIREMENTS:
• Availability to work during times of day that are convenient for Math for Nurses students
• Dependability to adhere to weekly schedule through the semester with limited exceptions
• Provide a resume

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.