



## **JOB ANNOUNCEMENT**

**JOB TITLE:** TRIO Professional Tutor (part-time)

**REPORTS TO:** TRIO Student Support Services Director

**STATUS:** Part-time, non-exempt

**LENGTH OF EMPLOYMENT:** 16-week Fall semester, 16-week Spring semester, Summer semester sessions

**JOB OVERVIEW:** Tutor students in developmental and college level courses. Provide tutoring in one or more of the following subjects, depending on your knowledge and expertise:

- English: Academic Literacy, English Comp I and English Comp II
- Mathematics: Algebra, Trigonometry, Calculus
- Science: General Biology, Anatomy and Physiology I and II, Microbiology
- Chemistry
- History and Political Science
- Computers
- Business

**DUTIES AND RESPONSIBILITIES:**

- Provide tutoring to college students in a variety of learning methods (one-to-one, small-group, drop-in, or classroom format)
- Keep records and complete necessary paper work

*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 assist student with English, math, science and/or computer skills, etc.
- Ability to tutor students one-to-one, small group, classroom, and Zoom formats
- Ability to engage students and encourage learning
- Demonstrate a willingness and ability to act ethically and socially responsible to a diversity of students

**EDUCATION/ EXPERIENCE REQUIRED:**

- Associate's degree
- Tutoring experience desired

**SPECIAL REQUIREMENTS:**

- Flexible schedule, with primary tutoring hours 8:00 AM to 4:30 PM Monday through Friday

- Excellent computer skills, with experience in student and course management systems (Canvas, Banner, Zoom, etc.)
- Tutoring position available at the Muskogee campus

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