

POSITION ANNOUNCEMENT

August 12, 2009

Southern State Community College, is currently seeking qualified applicants for the position of tutor at each of its four campuses. All positions are part-time with hours varying depending on student needs. Applicant should be willing to commit to three academic quarters of service with the department (September to early December and January to mid-June).

A current need exists for tutors in Accounting, Biology, Chemistry, English, and Mathematics. Applicants for other subjects will also be considered.

General Description:

To provide tutoring services to SSCC students in a variety of formats including one-to-one, open lab, and online tutoring.

Responsibilities include, but are not limited to:

- Direct provision of services to SSCC students
- Be courteous and reliable to students, staff and department personnel.
- Preparation of materials (as needed) for tutoring sessions
- Completion of required records for tutoring sessions, payroll as required and submits records in a timely fashion.
- Start the session promptly and tutor for the duration of the session.
- Engage the student in the learning process.
- Complete and submit the required records to the Tutoring Office in a timely fashion.
- Maintain department and student confidentiality.
- Read and understand the contents of your Tutor Training Handbook.

Minimum Required Qualifications:

1. Must be attending or previously attended a two-year or four-year college or university.
2. Education: Grade A/or B in the course(s) tutored or equivalent documented experience.
 - a. External applicants should submit a transcript with relevant experience and a letter of recommendation
 - b. Student applicants should submit a current copy of their transcript with their application.
3. Skills: Strong communication and organizational skills.

Preferred Qualifications:

Prior tutoring, teaching or instructional experience.

Salary:

Based on experience. Starting rate of \$8.00 per hour.

* Pay increases are tied in with successful completion of certified tutor training.

Special Instructions:

We access our applicant database when a hiring need arises. After we receive your application, Tutorial Services will have the chance to review your application and contact you directly when a hiring need arises.

For more information, contact Brook Edwards at 937-382-6645 ext. 4704

Submit Letter of
Application to:

tutoring@sscc.edu

Southern State Community College is an EEO/AA Employer