



**ADDITIONAL DUTY STIPEND – INTERNAL ONLY – 1 POSITION AVAILABLE
PROFESSIONAL TUTOR**

JOB DUTIES:

1. Tutor and provide Learning Commons coverage for 4 hours during the evening (16 days required per semester).
2. Assist students with understanding course material, completing assignments, and preparing for exams in specific areas.
3. Help students develop effective study strategies, time management skills, and other academic skills necessary for success.
4. Create an inclusive, welcoming atmosphere where students feel comfortable seeking help and asking questions.
5. Monitor and document student progress, providing feedback and suggestions for improvement where needed.
6. Work closely with other tutors and academic support staff to ensure consistent and effective support for students.
7. Perform additional duties as assigned

MINIMUM QUALIFICATIONS:

- Associate degree
- Prior experience in tutoring or teaching
- Knowledge of campus resources and support services
- Ability to work independently and as part of a team

START DATE: ASAP

SALARY: \$1200 per semester

SHIFTS AVAILABLE: Monday – Thursday 5 p.m. to 9 p.m. and Friday Noon to 4 p.m. (must work 16 shifts)

APPLICATION INSTRUCTIONS:

For considerations, an applicant file must contain:

1. Cover letter addressing the minimum and preferred qualifications
2. Resume

Please submit the application file to:

Kelsey Barbee
Director of Human Resources
Otero College
1802 Colorado Avenue
La Junta, CO 81050
719 384-6824
or via email at kelsey.barbee@otero.edu

APPLICATION DEADLINE: Open Until Filled – 1ST review of applications will begin on September 12, 2024

Applicant must be an Otero Employee and exempt from overtime to be eligible for the additional duty assignment.