



PART-TIME PROFESSIONAL TUTOR

JOB DUTIES:

1. Tutor students individually and in groups on a variety of subjects.
2. Promote study skills and learning strategies that complement students' unique learning styles.
3. Collaborate with faculty and staff in organizing workshops aimed at increasing student learning in specific subjects and/or courses.
4. Research and implement online tutoring resources to aid in learning comprehension.
5. Promote tutoring services to all students through interpersonal communication and electronic messaging.
6. Provide and maintain a comfortable, equitable and inclusive environment conducive to learning in the Tutoring Center.
7. Maintain accurate and timely records of student contact and ensure confidentiality.
8. Assist the Library Services Coordinator in supervising, evaluating and supporting Peer Tutors.
9. Participate in the evaluation process of tutoring services and student success outcomes.
10. Learn the general functions of the Learning Commons and library to provide service support as needed.

MINIMUM QUALIFICATIONS:

- Associate degree from an accredited institution.
- Sufficient knowledge of basic subjects (ie. Math, English, Science, etc.).
- Excellent written and verbal communication skills.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree from an accredited institution.
- Previous experience in teaching, tutoring, or other related fields.
- Demonstrated commitment to supporting and serving diverse student populations.

START DATE: ASAP

SALARY: \$22.00 per hour; up to 28 hours per week

HOURS: Evening hours (Monday – Thursday, 5:00 p.m. to 8:00 p.m. and Friday 7:30.m. to 4:00 p.m. on Friday)

APPLICATION INSTRUCTIONS:

For consideration, an applicant's file must contain:

1. Cover letter addressing the minimum and preferred qualifications
2. Resume
3. Names and phone numbers of three professional references
4. Copy of unofficial transcripts

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

Applicant must submit to and pass a background check