

Position: Tutor and Instructor for Academic Support Programs (Part-time)

Department: Academic Support

Reports to: Director of Academic Enhancement Center

Job Summary: Provides instruction and tutoring services to students enrolled in the College's Project Access, or similar academic support program(s), as well as provides tutoring services to students seeking assistance in the development of their study, reading and/or writing skills.

Schedule: Flexibility in part-time work hours is required to accommodate changes to class schedules, enrollment and other factors throughout the College's academic year. The normal work schedule for this position will consist of approximately 20-hours per week during the College's Fall and Spring semesters. In order to serve the evening student population, some evening hours may be required. In addition, some Summer work hours may be required on a limited basis.

Salary: \$20.00 per hour

Duties and Responsibilities:

- Work with students to provide enhanced academic support to insure their success in a college environment; lead student workshops that evaluate texts, analyze concepts, devise learning strategies and develop writing skills through class discussion, tutoring, peer review, and writing modules.
- Create engaging lesson plans and act as a co-instructor for developmental writing programs linked to specific general education requirements, which support Writing in the Disciplines ("WID") as well as desired learning outcomes
- Assess students' writing and education needs and provide effective interventions.
- Assist students with developing study skills and preliminary research for papers.
- Work with other instructors to develop assignments that further the pedagogical objectives of the Project Access or similar academic support programs.
- Attend meetings and training sessions, as required.
- Assist in the coordination of initiatives and workshops, as directed.
- Perform all other duties as assigned.

Qualifications:

- Master's Degree is required; specialization in Composition/Rhetoric, Reading/Literacy, ESL/TESOL, or Education with a Writing or English focus is preferred.
- Must possess knowledge of: writing and the writing process; familiarity with the rules of English grammar, punctuation, spelling, and mechanics; test administration techniques and procedures; familiarity with tutorial/learning materials; tutoring processes and methods.
- Tutoring and or teaching experience in a college setting is preferred.
- Must possess excellent communication skills, and have the ability to work with a diverse student body from a variety of backgrounds and skill levels.

Interested applicants can apply by clicking [here](#).