

## **PART-TIME TUTOR**

### **JOB DUTIES:**

1. Provide individual and group tutoring assistance to students, including, but not limited to, subject specific content, study skills, and college success strategies.
2. Facilitate labs and workshops to develop math, science, writing, word processing, study, and other academic skills.
3. Maintain and update confidential files and records, ensuring that ethical and legal guidelines are maintained.
4. Research and select learning materials, textbooks, software, and equipment to facilitate tutoring; may design specific handouts and study materials.
5. Assist students and instructors with electronic tutor programs like TutorMe.
6. Participate in tutoring program evaluations as well as assessing student learning outcomes of workshops and services.
7. Collect data relevant for reporting student use of tutoring and generate reports that assist in the evaluation of student outcomes, as well as reporting required information as requested.
8. Promote academic success services to students and faculty through classroom visits, campus events, flyers, email, and other digital and print mediums.
9. Learn general functions of the Learning Commons and provide facility coverage as needed.
10. Demonstrate commitment and ability to develop equitable and inclusive learning environments.
11. Perform additional duties as assigned

### **MINIMUM QUALIFICATIONS:**

- Associate degree from an accredited institution
- Strong knowledge of academic subjects including Math, Science, and English

### **PREFERRED QUALIFICATIONS:**

- Bachelor's Degree from an accredited institution
- Experience in a related field
- Demonstrated experience in facilitating single and group tutoring
- Experience with software, educational tools, and/or computer programs
- Demonstrated commitment to supporting and serving diverse student populations, with special emphasis on first-generation, low-income, and students of color.

**START DATE:** ASAP

**SALARY:** \$18.00 per hour; up to 28 hours per week

### **APPLICATION INSTRUCTIONS:**

For considerations, an applicant 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@ojc.edu](mailto:kelsey.barbee@ojc.edu)

**APPLICATION DEADLINE:** Open Until Filled

*Applicant must submit to and pass a background check*