ANNOUNCES AN OPENING IN ACADEMIC AFFAIRS
ENGINEERING AND SCIENCE DIVISION

POSITION: STEM TUTORING SPECIALIST

DESCRIPTION OF DUTIES: Responsible for assisting with the coordination and supervision of tutors and students utilizing the RSC Tutoring Center. Greet visitors, provide accurate information and exceptional customer service. Assist with the coordination of tutoring sessions between tutors and students. Provide assistance to students regarding logons, passwords, verification of student ID’s and other related activities. Help monitor and supervise tutors and students during tutoring sessions. Assist with the development and maintenance of a robust training program for STEM tutors. Assist with the screening, recommending, assigning and evaluating of tutors working within the Tutoring Center. Assist/tutor students and answer student content related questions. Assist with the training and scheduling of tutors. Maintain a secure filing and records system for the Tutoring Center. Enter and retrieve student information from spreadsheets, databases and the student information system. Assist with the creation of weekly, monthly and annual reports as needed. Assist with the creation of payroll records for tutors working in the Tutoring Center. Assist with ordering supplies, creating forms and any other duties necessary for efficient operation of the Tutoring Center. Maintain a tutoring environment conducive to student learning. Assume authority and responsibility for the Tutoring Center in the absence of the Supervisor, Tutoring Center. Perform other duties as assigned. Regular attendance is an essential function of this position. This is a 40-hour per week position and the hours are variable. May require some evenings and weekends.

MINIMUM QUALIFICATIONS: Associate’s Degree in Mathematics or related field. One (1) year related work experience in an office or academic setting. Filing and organizational experience. Proficiency in Mathematics through the Calculus I level. Proven effectiveness in dealing with a diverse employee and external customer-based population. Proficiency with computers, MS Office (Word and Excel) and working knowledge of a variety of computer software programs. Ability to effectively manage and supervise others. Excellent communication, interpersonal and organizational skills. Ability to maintain the highest degree of professionalism and the strictest of confidentiality at all times. Light lifting of up to 10 lbs and light carrying up to 10 lbs required. Ability to reach above shoulder. Periods of time spent sitting, standing, walking, kneeling, bending and stooping.

DESIRED QUALIFICATIONS: Bachelor’s Degree in STEM related field. Two (2) years experience working in a math lab or tutoring environment. Proficiency in Chemistry or Physics. Proficiency with Microsoft Access and PeopleSoft. Excellent leadership skills.

SALARY: $27,475 - $29,075

APPLICATION DEADLINE: JANUARY 8, 2016

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

Candidate selected will serve a probationary period. All finalists may be subject to a background check and/or drug test.

(POSTED ON DECEMBER 16, 2015)
Must be eligible to work in the United States
An Equal Opportunity Employer
In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.
https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/

HUMAN RESOURCES/AAO (405) 733-7979
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