PART-TIME HOURLY POSITION
IN STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
STUDENT SUPPORT SERVICES PROGRAM

POSITION:

ACADEMIC MENTOR

DESCRIPTION OF DUTIES:

Academic Mentors provide individual and/or small group tutoring to participants of the TRiO Student Support Services (SSS) program. Assist students in improving academic achievement by meeting with them on a regular basis to clarify learning problems and work on study skills. Maintain a weekly schedule of available hours for student appointments. Keep regular and accurate records of tutoring sessions. Participate in outreach activities and attend tutor-training sessions. Supervise SSS program participants in study lab. Assist with additional duties as needed such as covering front desk, answering phones, organizing materials and performing other clerical duties. Hours will vary between 8:00 a.m. and 5:00 p.m., Monday through Friday. This is a part-time hourly position with variable work hours not to exceed 20 hours per week.

MINIMUM QUALIFICATIONS:

Successful completion of college algebra (MATH 1513). Principles of coaching and mentoring in order to provide SSS program participants with guidance, support and instruction. Proficiency with computers in order to effectively perform the duties of the position. Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds. Effective communication skills to successfully interact with participants of varying skill levels. Preference given to candidates with math backgrounds.

SALARY:

$9.00 per hour

APPLICATION DEADLINE:

UNTIL FILLED

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.

(POSTED ON April 20, 2016)

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.

http://www.rose.edu/job-listings

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