



POSITION NOTICE
BIG SPRING SITE

POSITION: **PART-TIME UPWARD BOUND TUTOR #368**

NOTE: **OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED:

Associates degree or specialized training required. Additional education will be recognized. One (1) year related experience preferred. Bachelor's degree and/or or Master's degree preferred. General knowledge in Math, Science, and English. Demonstrate ability for rapport and empathy with the concerns, needs, and issues low-income, first-generation students. Bilingual in English and Spanish preferred.

DESCRIPTION OF JOB DUTIES:

Offer study and tutoring sessions in group and on-on-one settings. Assisting students with homework, test preparation, papers, research and other academic tasks. Work with staff and high school teachers to identify areas where students need academic support. Be available evenings and weekends as needed. Attend trainings as identified by the Project Director. For a complete list of job duties please see job description, available from Human Resources.

SALARY RANGE: **\$20.00 - \$23.00 per hour**

POSITION AVAILABLE: **Immediately**

TO APPLY: **Complete an online application at:**
<https://www.howardcollege.edu/careers>

POSTED: **October 31, 2022**