

**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 BACKGROUNDCHECK.

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

It is the intent of the Howard County Junior College District not to discriminate nor tolerate discrimination or harassment against any legally protected category, class, characteristic, or on the basis of any other legally protected status in its employment policies, procedures, and processes to ensure employees and applicants are treated fairly and respectfully.