

Southwest Texas Junior College

Employment Opportunity

2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Office ☐ 830.591.7340 Fax
Employment: www.swtjc.edu

Title: Tutoring Specialist

Job # 181907710103

Campus: Eagle Pass Campus

Closing Date: December 18, 2018

Description of Job Duties: The Tutoring Specialist works under the direction of the writing center coordinator, and is responsible for providing tutoring services to students. The specialist will work with individual students in conjunction with faculty members to assess their tutoring needs. Assists the coordinator in managing the day to day operations of the writing center. Responds to potential participants, faculty, and staff, regarding the tutoring program. Maintains documentation and records of communications with students, via Estudias. Contributes to the overall success of students. Performs other duties as assigned.

The following responsibilities are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position:

1. Creates and implements trainings for tutors at least twice per semester.
2. Monitors and evaluates progress of students who are receiving tutorial assistance.
3. Collaborates with faculty to identify students who will benefit from tutoring, provide supplemental instruction programs, and offer resources pertaining to learning styles and study strategies.
4. Ensures computer lab equipment and software is kept up to date to meet the needs of students.
5. Places requests for resources, repairs, and helpdesk tickets.

Salary: Based on Professional Scale - Group I, commensurate with education and experience; 12 month position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATION REQUIREMENTS:

Education: Bachelor's Degree required.

Experience & Training: Previous experience working in a tutoring program. Experience working with economically, educationally, and socially underrepresented populations.

Additional Qualification Requirements: Bilingual (English/Spanish) preferred. Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers.

Submit Application To: Human Resources Coordinator (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) Letter of intent, 2) SWTJC application form, 3) resume, and 4) copies of transcripts (Official transcripts required when hired). All applications and supporting documents become the property of SWTJC.

NOTICE TO APPLICANTS

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution