

# Southwest Texas Junior College

**Title: Tutor – Trio SWTJC – Upward Bound (Part-time, Temporary)**

**Campus: Crystal City CCISD**

**Job # 222222222222**

**Closes: May 30, 2018 or Until Filled**

Description of Job Duties: Assists SWTJC – Upward Bound staff in managing the day-to-day operations of tutoring and mentoring program. Serves as student liaison for the Department of Student Engagement and Success. Creates and implements new ways for students to receive tutoring as needs arise. Maintains print and digital resources. Serves as a role model for all students and peer tutors alike. May assist with documentation and records of communications with students via tutoring forms. Contributes to the overall success of students, the SWTJC – Upward Bound tutoring and mentoring program, the Department of Student Engagement and Success, and Southwest Texas Junior College. 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:

Maintains day-to-day operations of the SWTJC - Upward Bound tutoring and mentoring program. Serves as student liaison for the Department of Student Engagement and Success by collaborating with SWTJC – UB staff as well as CCISD faculty to offer resources pertaining to learning styles and study strategies. Reports issues/concerns regarding peer tutors, student behavior, access, or any other pertinent concerns related to the SWTJC Upward Bound Project Advisor. Meets/Reports to the SWTJC – Upward Bound Project Advisor daily. Ensures computer equipment and software is kept up to date to meet the needs of students. Reports requests for resources to SWTJC Upward Bound Project Advisor. Maintains and creates resources/report for tutors as assigned by SWTJC Upward Bound Project Advisor.

**QUALIFICATION REQUIREMENTS:** Education: 3.0+ GPA, Grades of "B" or better in core coursework, Experience & Training: Letters of recommendation from previous/current instructors in tutoring subjects. 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 required for the position. Travel may be required to other geographic locations served by the college. Please submit applications to: Jaime Nevarez - Upward Bound Project Director PH - 830-591-7329; Email: [jnevarez@swtjc.edu](mailto:jnevarez@swtjc.edu)

## 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.

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