



## MESALANDS COMMUNITY COLLEGE

### POSITION ANNOUNCEMENT

<b>POSITION:</b>	<b>STEM Tutor-----Part-Time</b>
<b>APPLICATION DEADLINE:</b>	<b>Until Filled</b>
<b>AVAILABLE:</b>	<b>ASAP</b>
<b>SALARY:</b>	<b>\$12.50 per hour</b>

The Tutor reports to the Math Success Specialist. The Tutor's responsibility is to provide intensive and extensive instruction services for college and high school students (dual credit), in order to assist the student in achieving a better understand of specific subject material and in improving academic capabilities in designated subject areas. The Tutors will utilize the resources of the Math-Science Learning Center and/or the Educational Success Center.

#### **Responsibilities-Performance Required**

- Provide academic assistance to tutees, either in a group or individually
  - Help students develop positive attitudes toward learning and studying
  - Help students develop self-confidence, raise self-concept, and reduce anxiety or fear of failure in academic work
  - Help students develop a high level of motivation in academic areas
  - Assist students in achieving a better understanding of specific subject material and in improving academic capabilities in designated areas
  - Help students develop the study skills necessary for academic success
  - Establish and maintain rapport with the student(s)
  - Serve as a role model for students being served
  - Tutors are not allowed to do student's work
- Other duties as assigned

#### **Qualifications**

- High School Diploma, GED, or higher
- An overall GPA of 3.0
- Currently enrolled at MCC or eligible as a MCC part-time employee
- Have an "A" or "B" in the subject area you wish to tutor in

**Terms and Conditions of Employment**

- 19 Hours per week, 40 weeks per year
- Starts in September Year 1, to coincide with fall semesters
- Title III grant funded position
- Hired on semester to semester basis

**HOW TO APPLY**

Applicants must submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application: available online at [www.mesalands.edu](http://www.mesalands.edu); and proof of High School Diploma or GED. Applications should be mailed or delivered to: Human Resources, Mesalands Community College, 911 S. Tenth Street, Tucumcari, NM 88401,

**Employment preference will be given to qualified veterans.**