

Office of Human Resources

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| *ANTICIPATED ANNOUNCEMENT OF POSITION OPENING* |
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| **POSITION:** | Educational Assistant (Tutor/Math)17 hrs. per week |
| **ANTICIPATED** **STARTING DATE:** | August 22, 2019 |
| **MINIMUM** **QUALIFICATIONS:** | Associates Degree. Teaching or tutoring experience in Math Fundamentals and Algebra. Ability to tutor Statistics is preferred but not required. Strong interpersonal, communication and computer technology skills. A high level of patience and sincere desire to help others. Ability to work as a team required. Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. |
| **RESPONSIBILITIES:** | * Provide academic assistance to students individually, in groups and in lab setting including the following:
1. explain, clarify classroom and textbook information,
2. interpret rules, definitions, use, etc.,
3. guide students through sample problems or exercises,
4. help students utilizing My Math Lab software,
5. coach students as they work problems, without doing their work for them
* Serve as supplemental instructor in the Algebra classes.
* Assist students in developing good study skills and habits.
* Motivate and support students to develop and meet academic goals.
* Provide consul on math and test anxiety concerns.
* Acts as a resource/mentor for new tutors in academic areas of expertise.
* Utilize tutor scheduling software.
* Refer students to academic and study aids/resources available on campus when appropriate.
* Meet and collaborate with Academic Success Center staff and Math Department faculty.
* Communicate with Algebra Lab coordinator regarding any tutoring or scheduling problems.
* Adhere to the policies that have been established by the Academic Success Center for Tunxis' Tutoring Program.
* Completes all necessary paperwork related to tutoring sessions and payroll.
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| **MINIMUM SALARY:** | $24.94 per hr. |
| **TO APPLY:** | Submit a letter of interest, resume and the names and contact details of three references electronically to tx-hr@tunxis.edu. |
| **APPLICATION** **DEADLINE:** | May 23, 2019 |
| **TUNXIS COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.****PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.** |

An Equal Opportunity Employer  www.Tunxis.edu

 A Connecticut Community College