



# Martin Community College

## Office of Human Resource

1161 Kehukee Park Road  
Williamston, NC 27892  
personnel@martincc.edu  
[www.martincc.edu/jobs](http://www.martincc.edu/jobs)

### An Equal Opportunity Employer

*Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*

## Position Vacancy Announcement: Academic Skills Lab Tutor (Part-Time)

<b>Position:</b>	<b>Academic Skills Lab Tutor (PT)</b>
<b>Job Summary:</b>	<p>The Academic Skills Center is seeking a tutor to work with students who are enrolled in Career and Technical Education programs at Martin Community College. Subjects include support courses such as English, Mathematics, Social Sciences, Humanities, as well as core technical courses. This position will assist students with improving their learning strategies, study skills, and writing in an effort to guide academic success.</p> <p>Schedule - Less than 10 hours /week</p>
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Professional Tutor – Associate Degree required with at least a 3.0 GPA</li><li>• Peer Tutor – required to maintain at least a 3.0 GPA</li><li>• Pleasant and encouraging attitude</li></ul> <p>Transcripts (Official or Unofficial) required to be submitted with application</p>
<b>Essential Job Functions:</b>	<ul style="list-style-type: none"><li>• Meet with students on a regular basis (in-person in the ASC or virtually) to provide individual or small group tutoring</li><li>• Maintain tutoring schedule of five (5) hours per week – be available for student appointments and/or “walk-ins” during this time</li><li>• Work with students to review class material and book material, as well as to develop effective study skills and writing skills</li><li>• Maintain consistent and effective communication with the Academic Skills Center Coordinator as well as instructors for the classes in which you are tutoring students</li><li>• Keep accurate and detailed records and reports of tutoring sessions using the Tutoring Referral Form – to be turned in weekly to the Academic Skills Center Coordinator</li><li>• Additional duties may include assisting students with technology challenges (i.e. logging into school accounts, navigating through Moodle, etc.)</li><li>• Participate in tutor training to improve tutoring skills and knowledge</li></ul>
<b>Anticipated Hiring Range:</b>	Professional Tutor \$14/hour Peer Tutor \$12/hour
<b>Additional Information:</b>	NONE
<b>Benefits:</b>	NONE
<b>FLSA Status:</b>	Non-Exempt (Hourly)
<b>Application Deadline:</b>	Start Date: November 2020 Applications accepted through October 21 <sup>st</sup>

### SUBMISSION OF APPLICATION:

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application ([www.martincc.edu/jobs](http://www.martincc.edu/jobs))
- Copy of college transcripts (originals will be required if offer of employment is extended)
- Resume and cover letter (not accepted in lieu of application)

Application materials may be submitted via email to: [humanresources@martincc.edu](mailto:humanresources@martincc.edu) with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892