The TRIO Student Support Services (SSS) traditional and English as a Second Language programs are hiring one part time professional tutor for writing and English.

**Job Description:**

Professional Tutors for the TRIO SSS project assist in supplemental instruction for up to 300 first-generation, low-income, and students with a disability who participate in one of the two TRIO SSS programs. Tutors assist students to achieve academic success in current and future coursework. The Professional Tutors will assist TRIO SSS and TRIO SSS-ESL staff to promote retention and persistence for the participants by assisting students with overcoming obstacles in education and increasing confidence, skills, and ability in content areas. When necessary, tutors will complete learning styles inventories for students to understand how their learning style impacts their studies and coursework.

**Knowledge and Skills Required:**

Ability to provide personalized attention in the areas of writing, grammar, paper structure, proper citations and utilizing references for academic papers, research basics, framing, understanding plagiarism, and general writing skills at both developmental education and college level coursework. The tutor will assist with writing elements across multiple disciplines such as history, sociology, philosophy, business, and various other subjects and with essays for non-academic based items such as scholarship essays or admissions essays.

**Minimum Qualifications:**

- Bachelor’s degree required in field related to tutoring-specific content area.
- Two (2) years of tutoring or teaching experience in area of subject competency.
- Professional or personal experiences in overcoming barriers similar to those confronting project participants.
- Ability to effectively tutor participants and track academic course progress.
- Ability to document all contacts and services provided to students in SSS participants.
- Strong oral and written communication skills.
- Fluent in English in writing, speaking, and reading.

**Preferred Qualifications:**

- Formal training and/or work experience in programming that improves the academic good standing rates of participants.
Experience working with a TRIO program or similar program.

**Job Specifics:**

- Anticipated salary is $18.00/hr. on a part-time basis.
- This is a grant funded position. Current grant cycle ends on August 31st, 2020.
- All school observed holidays off including Thanksgiving (fall break), Spring Break and all breaks between semesters. Summer semester is anticipated on a reduced schedule.
- Work schedule of 20 - 28 hours per week depending on need and student schedules.
- Must be available during Monday through Friday normal business hours (8am-5pm) with occasional evening and weekend availability.
- Anticipated start date of September 1st before.

**Application Process:**

1. Resume and Cover letter addressing the position and answering the following questions in the cover letter:
   a. Your philosophy on the role of the tutor as it compares to the role of a teacher/professor.
   b. Your philosophy and experience on working with first generation college students and students from lower socioeconomic backgrounds.
   c. How your personal background can aid you in working with this underrepresented population.
2. Copies of transcripts for all colleges and universities attended (unofficial copies are acceptable).
3. Submit all application information to India Bonner, TRIO Tutor Coordinator, india.bonner@ccaurora.edu