

PART-TIME TUTORS

Upward Bound Program
Neosho County Community College

Tutor Description: Neosho County Community College (NCCC) welcomes applicants for the position of Part-Time Tutor as part of the Upward Bound (UB) program. Tutors will be working with high school students at Chanute High School and Iola High School. We are seeking tutors who are knowledgeable and capable of positively explaining and teaching material in the areas of Math, Science, English, Social Studies, and Foreign Language (primarily Spanish). Applicants must have flexible availability to work with students' schedules. The majority of meeting times with students would be before the high school day begins and after it ends, approximately 7:00-7:45 am & between 3:00– 9:00 pm. Tutors and students *may* arrange to work together on weekends or after the school closes, but must meet at a public space, (i.e. Public Library or UB Office) or via video chat (Upward Bound will provide an account). Hourly wage is between \$9.25-\$13.00 depending on previous experience and education. Tutors may expect to work approximately 5 hours per week, but more may be arranged, if desired.

What is Upward Bound? Upward Bound is a federally funded TRIO program. UB provides fundamental support to high schoolers in their preparation for college entrance. The program provides opportunities for participants to succeed in high school and ultimately in their higher education pursuits. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. For more information about Upward Bound, visit our website <https://ncccub.wixsite.com/ncccupwardbound>

Minimum Tutor Qualifications:

1. Must demonstrate academic competence for subjects to be tutored; if the applicant is a high school/college student, they must have a minimum of 3.0 GPA overall.
 2. Possess characteristics of responsibility, desire to help students, patience, flexibility, and an open-minded, non-judgmental attitude.
 3. Ability to communicate information clearly. Tutors should be able to remain calm when students get frustrated and attempt to help them learn in another way.
 4. Applicants must be able to provide their own reliable transportation as they will be traveling to Chanute & Iola High Schools to meet students. Mileage will be reimbursed.
 5. Tutors with knowledge in more than one area (i.e. Math & Science or Science & Foreign Language) are preferred.
 6. Tutors with previous successful tutoring experience and experience with high school students are preferred.
2. **Employment Date:** Beginning Immediately

To Apply:

Electronically submit the following to: NCCC HR Director - **Karin Jacobson** at hr@neosho.edu.

- NCCC employment application (www.neosho.edu/Careers.aspx)
- Cover Letter
- Resume
- Unofficial Transcript(s) showing your grades for the areas you would like to tutor

Review of applications and interviews with qualified candidates will begin immediately and continue until the position is filled.

Non-Discrimination: NCCC is an EOE. The current non-discrimination policy can be found at: <http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>.

The Upward Bound program at Neosho County Community College (NCCC) is 100 percent federally funded by the United States Department of Education with an annual budget of \$309,505 to serve 55 students. Grant Award # P047A221025.