

PART-TIME TUTORS
Upward Bound
Neosho County Community College

Description: Neosho County Community College welcomes applicants for the position of Part-Time Tutor as part of the Upward Bound 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 (Algebra, Geometry, Trigonometry, & Pre-Calculus), Science (Physical Science, Biology, Chemistry, & Physics), and Foreign Language (Spanish & American Sign Language).

Minimum qualifications include a high school degree and at least a grade of “B” in the area you wish to tutor in. Tutors with knowledge in more than one area (i.e. Math & Science or Science & Foreign Language) are preferred. Tutors with previous successful tutoring experience, and experience with high school students are preferred. Applicants must be able to provide their own reliable transportation. Mileage will be reimbursed. Applicants must be responsible, have a desire to help others, be patient, be open-minded, and have a non-judgmental attitude.

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. Chanute/Iola Public Library) or via video chat (Upward Bound will provide an account). Hourly wage is between \$9.00-\$13.00 depending on previous experience and education. Tutors may expect to work approximately 10 hours per week.

Employment Date: Beginning Immediately

Application Deadline: Review of applications and interviews of qualified candidates will begin immediately and continue until position is filled.

To Apply: Electronically submit the following to:

NCCC Human Resources Director Karin Jacobson. Email: hr@neosho.edu.

- NCCC employment application (<http://www.neosho.edu/Departments/HumanResources>)
- Upward Bound online application (<https://goo.gl/forms/lm3Z6n5vMyVnHwDe2>)
- Cover Letter
- Resume
- Unofficial Transcript(s) showing your grades for the areas you would like to tutor

Non-Discrimination: NCCC is an EOE/AA employer. 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 \$257,500 to serve 55 students. Grant Award # P047A171417.