



# SHORTER COLLEGE JOB POSTING

---

**Company:** Shorter College

**Job Title:** Adult Basic Education Tutor

**Department:** Academic Affairs

**Status:** Part-time Exempt

**Start Date:** Upon completion of Drug Test and Background Check

**Location:** North Little Rock, AR

**Salary Expectations:** Commensurate with Education and Experience

**Work Schedule:** 12:00 to 5:00 or 4:00 pm to 9:00 pm

**SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:** Adult Education Program offers Adult Basic Education courses to help students achieve their high school diploma, as well as prepare and empower adult students to achieve their education, career, and personal goals. In addition, the program also assists students in gaining skills to obtain gainful employment.

Under general supervision of the Director, the Adult Basic Education (ABE) tutor is responsible for working with adult learners enrolled in the GED Program in the areas of math, science, reading, writing, and social studies. This includes working with students who are also learning via distance education. Facilitate learning with textbooks, workbooks, lectures, computer based educational programs, audio/visual aids, and hands-on activities. Assist students with the development of digital literacy skills and provide learning activities designed to enhance financial literacy skills.

Provide oral and written reports as required. Perform basic administrative/clerical tasks to support the daily operations of the tutoring program as needed.

## **EDUCATION and EXPERIENCE:**

- Minimum of a bachelor's degree in a related field. Interest in education and experience as a tutor or interning at a school preferred.
- Must be comfortable helping students interpret academic tasks and provide guidance on how to problem solve when students encounter a roadblock.
- Candidate must have strong academic and computer skills to support an academic independent study room.
- Excellent human-relations, organizational, verbal, and written skills.
- Excellent computer skills.
- Must be comfortable working with adults from diverse backgrounds and committed to strong communication and collaboration with the academic team. Knowledge of Adult Education preferred.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- An innovative and patient professional dedicated to serving adult education populations.

**LANGUAGE SKILLS:** Must be able to navigate Excel, Word, and PowerPoint as well as distant learning systems such as zoom and google classroom. Strong oral and written communication skills.

**REASONING ABILITY:** Must have knowledge of working in an urban community. Skilled in the use of office and computer equipment and use of standard office software and student information system software. Specifically, must have basic computer literacy, to include Word, PowerPoint, and email management skills. Must be able to work in an environment with frequent interruptions and changing tasks and priorities.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Teacher Certification preferred.

**WORK ENVIRONMENT:** The employee will work in a classroom setting.

**PHYSICAL DEMANDS:** Not Applicable

**HOW TO APPLY:** Applicants must submit a resume and cover letter to [humanresources@shortercollege.edu](mailto:humanresources@shortercollege.edu) or Mail: 604 Locust Street, North Little Rock AR, 72214