



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Tutor

Department: Workforce Reimagine Grant

Status: Full-time and Part-time

Start Date: Upon completion of Drug Test and Background Check

Location: North Little Rock, AR

Salary Expectations: Commensurate with Education and Experience

Work Schedule: Day and Evenings

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

Tutors will help students and assist or guide them to the point at which they are able to become independent learners. The tutor will be well versed in a variety of subjects and use many different approaches to address the learning styles of a distinct set of users.

Tutors will work 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.

EDUCATION and EXPERIENCE:

- Minimum of a bachelor's degree in a related field. Interest in education and experience as a tutor is 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.

LANGUAGE SKILLS: Must be able to navigate technology and various software programs. Strong oral and written communication skills.

REASONING ABILITY: 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.

WORK ENVIRONMENT: The employee will work in a classroom setting on a college campus.

PHYSICAL DEMANDS: Not Applicable

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