POSITION ANNOUNCEMENT

Job Title: Contingent – TRIO Student Support Services Professional Tutor
Department: Center for Personalized Instruction
Reports To: Director of Center for Personalized Instruction
Shift/Hours: Varies
Salary: $13.00 per hour
Date Prepared: July 15, 2019

SUMMARY
This position Assists students with how to learn college-level content in the areas of Math, Biology, and Chemistry. Employ techniques that show students how to understand and remember difficult subject matter. Guide and facilitate learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES
2. Provide support in course content.
4. Identify gaps in knowledge, and guide the student to a better understanding of course content.
5. Demonstrate and share effective note-taking and study skills.
6. Utilize online appointment management system.
8. Knowledge of Microsoft Office.
10. Maintain constant and professional communication with TRIO staff and direct supervisor.
11. Attend bi-weekly meetings with direct supervisor.

QUALIFICATIONS
The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Possession of Bachelor’s degree in Education, Chemistry, Math or Biology.
At least 1 year experience tutoring college level content or equivalent experience.

TO APPLY
Please complete the application on our website at madonna.edu/hr. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY
A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.