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www.cccua.edu

PART-TIME POSITION
EDUCATIONAL RESOURCE CENTER (ERC) TUTOR/ RESOURCE ASSISTANT
(Extra-Help Position Float/ all campuses)

This position works under the supervision of the Director of Educational Resources and is responsible for providing academic support to students and assisting with ERC operations. **Position will be at Nashville campus with the requirement to travel to other campuses as needed.**

RESPONSIBILITIES INCLUDE:

- Providing tutoring and assistance to UA Cossatot students (in all academic courses)
- Developing tutoring materials and strategies to support student needs
- Working closely with faculty to ensure tutoring meets academic need and quality
- Participation in ERC training sessions and staff meetings
- Understanding how to use the library circulation system and textbook inventory management software
- Maintaining records regarding tutoring services as directed by supervisor
- Traveling as directed by supervisor (position includes additional compensation for travel)
- Other duties as assigned

REQUIREMENTS:

- The successful completion of at least 20 college credit hours with a strong GPA in coursework
- Proficient in the use of Microsoft Office and its programs, particularly Microsoft Word
- Proficient in the MLA style of writing, grammar skills, and technical/computer skills
- Must be punctual, adaptable to a fast-paced work environment and able to multi-task efficiently
- Excellent communication skills, and conduct oneself in a professional and efficient manner
- Must be able to maintain student confidentiality
- Must be friendly and outgoing
- Travel between campuses is required
- Available to work up to 25 hours per week (including some weekend work) during academic semesters

HOURS AND PAY RATE:

\$13.00 per hour, up to 25 hours per week during academic semesters

DEADLINE FOR APPLICATIONS

Monday, August 5, 2024

FOR OUTSIDE APPLICANTS TO APPLY:

Go to <https://www.cccua.edu> , hover on “ABOUT”, select “Employment Opportunities”, then click the “View Available Jobs-External Applicants” link. Find Job Requisition R0059764 then click the blue “Apply” link at the top of position posting and follow the process.

All applications must include a cover letter, an updated resume, and copy of transcripts. Applications received without the required documents will be incomplete and will not be considered for the position.

FOR INTERNAL APPLICANTS TO APPLY FOLLOW THESE STEPS:

1. Log in to Workday
2. Search “Find Jobs” in the search box to view all open positions
3. Once you have submitted and application, click “My Applications”: to view the status

Call (870) 584-1104 or 870-584-1164 if you have questions, or email hr@cccua.edu.

UA Cossatot is an EEO/AA/ADA employer. Qualified minorities are encouraged to apply.