

PLEASE POST

**REVISED
POSITION OPENING**

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Pennsylvania College of Technology
One College Avenue
Williamsport, PA 17701

Temporary Casual Part-time Professional Tutor, Biology

Reports to:

Coordinator of Tutoring

Duties and Responsibilities:

This person will tutor students, both individually and in small groups, and assist students with supplemental learning material. Specifically, the Professional Tutor will:

- Tutor students both individually and in small groups. (Essential)
- Maintain complete and accurate Tutoring Center services utilization records. (Essential)
- Assist students, as necessary, with supplemental learning materials. (Essential)
- Assist Coordinator with promoting the availability of tutorial services to students and faculty. (Marginal)
- Attend all tutor orientation and training sessions. (Marginal)
- Maintain a high degree of confidentiality with regard to any and all information as a direct or indirect result of job responsibilities/job functions. (Essential)
- Perform other appropriate job-related duties as assigned by the Coordinator. (Marginal)

Qualifications:

Minimum

- *Bachelor's degree appropriate to subject area being tutored.
- *Ability to tutor in subject area for which hired.
- *Interpersonal skills necessary to deal effectively with students and staff.
- *Effective oral and written communication skills.
- *Sensitivity to expectations of faculty and staff.
- *Demonstrated sensitivity to diversity and multicultural issues.

Desired

- *Bachelor's degree with graduate credits in Learning Disabilities, Remedial Education, or Reading Theory.
- *Teaching experience.
- *Experience with academically disadvantaged students.
- *Ability to work independently.

Conditions of Employment:

Federal law requires all employers to verify the identity and employment authorization of all new hires and the completion of an Employment Eligibility Verification (Form I-9) by the candidate and the employer. Any offer of employment shall be contingent on the applicant's timely production of required documentation to verify identity and employment authorization. If you cannot or will not be able to produce the required documentation, we cannot consider your application.

Conditions of Employment (Continued):

If you are currently receiving an annuity from the State or Public School Employees' Retirement System, employment at Pennsylvania College of Technology may affect your annuity status. If you are currently a member of either the State or Public School Employees' Retirement System you may be required to contribute into the System.

Classification:

APT/Miscellaneous/Nonexempt

Rate of Pay:

\$9.25 per hour

Starting Date:

This is a fixed-term position to start as soon as feasible, through May 7, 2010. Extension of the current position beyond May 7, 2010, is contingent on continued funding.

Schedule:

*Casual part-time, as-need position, not to exceed 18 hours per week during the academic terms.

*Work schedule varies.

*Some evening hours may be required.

Deadline for Application:

Applicants must submit a completed College Application for Employment to: Human Resources, Pennsylvania College of Technology, One College Avenue, Williamsport, PA 17701. Position will remain open until a suitable candidate is identified. Please include title of position on your application form. Penn College is committed to affirmative action, equal opportunity, and the diversity of its workforce. For further information on this position call (570) 327-4770. Information on additional Penn College employment opportunities can be obtained by calling the Position Openings Hotline at (570) 327-4535 or extension 4535.

*Look for more information about Penn College
on the Internet at www.pct.edu.*