

OFFICE OF HUMAN RESOURCES
803-981-7259
803-327-8037
803-981-7711 FAX

Temporary/Part-Time

POSITION: Math Tutor/ PROMISE & STEM Scholars Programs (SSS)

STARTING SALARY: \$10-\$15 per hour based on credentials and experience; 10-25 hours per week

MINIMUM TRAINING AND EXPERIENCE: An associate degree; and possess tutoring/teaching experience in mathematics and the natural sciences.

Additional Preferred Qualifications: A Bachelor's degree in a related field; obtained at least a grade of "B" in the courses he/she plans on tutoring; and have multiple competencies in the fields of mathematics and the natural sciences.

KNOWLEDGE, SKILLS AND ABILITIES: Demonstrate excellent communication skills and be able to clearly explain instructions to students of various academic levels; be familiar with the Microsoft Office Suite (Word, Excel, etc.); must be able to work independently with a high level of responsibility; must be able to work with individuals of diverse socio-economic backgrounds; and work professionally and ethically with students, staff, and faculty.

SPECIFIC DUTIES

1. Provides one-on-one and small-group tutoring to assigned students who are having academic difficulties in a specified course(s);
2. Maintains daily tutor attendance records by documenting tutoring and other services provided to program participants, using forms provided by the project
3. Completes and submits weekly reports on tutoring sessions;
4. Dispenses applications and other materials upon request;
5. Explains the application process to students;
6. Schedules appointments for students to meet with full-time staff; and
7. Performs other related duties of a comparable level as assigned

To apply, please complete an on-line employment application at www.yorktech.edu/hr or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until June 6, 2022.

**YORK TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.
SOUTH CAROLINA LAW PROHIBITS EMPLOYMENT DISCRIMINATION BASED ON: RACE, COLOR, RELIGION,
NATIONAL ORIGIN, SEX, INCLUDING PREGNANCY & CHILDBIRTH (FOR RELATED MEDICAL CONDITIONS), AGE, OR
DISABILITY. PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN
THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE EMPLOYER.**