

**Part-Time/Temporary**

**POSITION: Academic Tutors and Coaches**

Tutors needed for Math, English, Physics, Chemistry, Biology, Anatomy/Physiology, Accounting, and Technology. Academic Coaches needed for all courses

**Work Hours:** This position has the flexibility to work around class schedules

**Salary Range:**

\$8.00-\$17.00/hour – based on degree earned

\$8 – student

\$10 – associate’s degree

\$12 – bachelor’s degree

\$15 – master’s degree

\$17 – Ph. D.

**MINIMUM TRAINING AND EXPERIENCE:**

- Currently enrolled student at York Technical College. Completion of at least 12 credit hours of coursework at YTC including successful completion of targeted course at YTC earning a grade of “A.” Maintain an overall cumulative GPA of 2.5 or above.

or

- Completed degree(s) from an accredited institution that are above the minimum education requirement.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of basic academic skills application and the ability to demonstrate the successful application of various academic skills. Demonstrate competence in academic courses as determined by course grade and references Possess good interpersonal, communication, and organizational skills. Possess characteristics of responsibility, desire to help others, discretion, and flexibility. Ability to work independently applying critical thinking skills and problem solving to various situations. Ability to work with college students of diverse backgrounds. Demonstrate competence in using basic computer software such as Microsoft Office as well as internet browsers. Knowledge of D2L, Navigate and/or WebAdvisor a plus.

**JOB DUTIES AND RESPONSIBILITIES:**

1. Provides academic tutoring in person and/or online for selected courses and understand the homework, reading, and essay assignments, and projects.
2. Prepare and conduct weekly tutoring sessions for selected courses.
3. Meet with coordinator as necessary.
4. Conduct outreach to students on provide alerts lists as necessary.
5. Enter appointments/summaries/availability in Navigate and Brainfuse as necessary.

6. Attend tutor/coach trainings and meetings.
7. Participate in/conduct campus events to promote the ACT as appropriate.

**To apply, please complete an on-line employment application at [www.yorktech.edu/hr](http://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.**

**YORK TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.  
SOUTH CAROLINA LAW PROHIBITS EMPLOYMENT DISCRIMINATION BASED ON: RACE, COLOR, RELIGION,  
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OR DISABILITY. PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED  
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