

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

### **Temporary/Part-Time**

**POSITION: Business and Computer Sciences Tutor/ PROMISE Program (SSS)**

**STARTING SALARY:** \$10-\$18 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 a related field.

**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 English and the social sciences.

**KNOWLEDGE, SKILLS AND ABILITIES:** Demonstrates 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](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. Applications accepted until June 6, 2022.**

**AFFIRMATIVE ACTION EMPLOYER 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.**