

OFFICE OF HUMAN RESOURCES
803-327-8026
803-981-7259
803-981-7711 FAX

Part-Time/Temporary

**POSITION: Anatomy & Physiology Tutor- PROMISE Program
(TRIO) Student Support Services**

MINIMUM TRAINING AND EXPERIENCE: A high school diploma or GED; and possess tutoring/teaching experience in Math, English, Biology, Anatomy/Physiology, Business, or Computer Science.

Or

Additional Preferred Qualifications: A degree in a related field: obtained a grade of "A" in the courses he/she tutor's.

KNOWLEDGE, SKILLS AND ABILITIES: Demonstrates 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.), Blumen Compansol Database, D2L, Navigate, Webadvisor or alike; 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. Ability to work at a desk and computer for extended periods of time. Ability to work in an inside environment with normal temperatures and humidity.

DUTIES AND RESPONSIBILITIES:

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 and other services provided to program-participants, using forms provided by the project.
3. Completes and submits weekly reports on tutoring sessions.
4. Explains the application process to students; schedules appointments for students to meet with full-time staff.
5. 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.**