POSITION ANNOUNCEMENT/APPLICATION PERIOD EXTENSION
EDUCATIONAL RESOURCE CENTER (ERC) TUTOR/ RESOURCE ASSISTANT
(Part-Time/Extra-Help Position, Ashdown Campus)

This position works under the supervision of the Director of Educational Resources and is responsible for providing academic support to students and assisting with ERC operations.

RESPONSIBILITIES INCLUDE:

- Providing tutoring and assistance to UA Cossatot students (in all academic courses)
- Developing tutoring materials and strategies to support student needs
- Working closely with faculty to ensure tutoring meets academic need and quality
- Participation in ERC training sessions and staff meetings
- Understanding how to use the library circulation system and textbook inventory management software
- Maintaining records regarding tutoring services as directed by supervisor
- Traveling as directed by supervisor
- Other duties as assigned

REQUIREMENTS:

- The successful completion of at least 20 college credit hours with a strong GPA in coursework
- Proficient in the use of Microsoft Office and its programs, particularly Microsoft Word
- Proficient in the MLA style of writing, grammar skills, and technical/computer skills
- Must be punctual, adaptable to a fast-paced work environment and able to multi-task efficiently
- Excellent communication skills, and conduct oneself in a professional and efficient manner
- Must be able to maintain student confidentiality
- Must be friendly and outgoing
- Some travel between campuses is required
- Available to work up to 25 hours per week (including some weekend work) during academic semesters

HOURS AND PAY RATE:

$11.00 per hour, up to 25 hours per week

DEADLINE FOR APPLICATIONS

Open until qualified candidate is selected

HOW TO APPLY (EXTERNAL APPLICANTS)

Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0079178**, then click the blue "Apply" button at the top of the posting to begin your application.

HOW TO APPLY (INTERNAL APPLICANTS):

Log in to Workday>Search "Find Jobs Internal" in the search box to view all open positions>Select the position>Apply.

REQUIRED APPLICATION MATERIALS:

Applicants must submit a cover letter, current resume, and copy of college transcripts. Incomplete applications, those missing any of the required documents, will not be considered for the position.

Call (870) 584-1104 or 870-584-1164 if you have questions, or email hr@cccua.edu.

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