

VACANCY ANNOUNCEMENT



Semester Tutors

**Position
Description:**

Come join the team at Helena College where our vision is to be recognized as a responsive regional provider of comprehensive educational opportunities, a partner in economic and community development, and a diverse and accessible community of learners.

At Helena College we promote excellence in education, maintain fiscal and operational integrity; and cultivate an environment of fellowship, inclusiveness, and respect.

We are currently recruiting for qualified applicants for our Tutor position within the Student Support Center.

Under the supervision of the Director of the Student Support Center, tutors will assist students in achieving a better understanding of subject material, as well as assist students in improving their overall academic capabilities. The subject areas needed include: math, writing, chemistry, social sciences, and anatomy & physiology. Proficiency in multiple subject areas is preferred, but not required. Coursework will include developmental through sophomore college level. Familiarity with tutoring both online and in-class forums as well as individual and groups is preferred, but not required. Workshop assistance, general customer service, and office work may also *occasionally* be required.

This position will work *up to* 20 hours per week between the hours of 8:00am and 5:00pm, Monday through Friday; to be determined upon hire. This position is temporary and the hours will vary.

Qualifications:

The ideal candidates will have a High School diploma and completed 2 years of college coursework. Tutoring or teaching experience preferred.

**Salary and
Benefits:**

\$10.00 - \$12.00 per hour, depending upon education and experience.

**Application
Procedures:**

Please email your resume, cover letter, transcripts, and one (1) faculty reference to UMH-HR@helenacollege.edu

**Submission
Deadline:**

Open until filled

Background Investigation is Required Prior to Offer of Employment

In accordance with The University of Montana regulations, finalists for this position will be subject to criminal background investigation.

Reasonable Accommodations

Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Helena College Director of Human Resources at 406-447-6925. TDD users may use the relay service by dialing 711

ADA/EOE/AA/Veteran's Preference

Qualified candidates must be able to meet minimum requirements and perform the primary functions of the position with or without reasonable accommodation. As an Equal opportunity/Affirmative Action employer, we encourage applications from minorities, Vietnam era veterans, and women. This material is available in an alternative format upon request. Qualified candidates may request veterans' preference in accordance with state law.

Testing

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.