



THREE RIVERS COLLEGE

ANNOUNCEMENT OF VACANCY

The college is accepting applications for the following part-time position(s):

Professional Tutor – English and Math

The primary function is to provide academic support by assisting students in English and math as well as to provide excellent customer service. Providing academic support involves helping students develop the knowledge, skills, and confidence needed to become independent learners. The tutor must have strong interpersonal skills and be able to work and communicate effectively with students of all skill levels. Associate degree in math, English, or closely related field(s) required; bachelor's degree preferred. Minimum of one year of experience assisting students in an academic setting is preferred.

Math tutors must be taking or have completed College Algebra or Mathematical Reasoning & Modeling with a grade of B or better. Tutors must be skilled in algebra and be able to explain it in a way students can understand. Some calculus, chemistry, and physics experience may be helpful, but *not required*.

English tutors must have completed College Writing with a grade of B or better. Tutors must be skilled in grammar, spelling, and punctuation and be able to assist students with research, topic development, and basic essay structures. An understanding of basic paper types (MLA, APA, et al.) is necessary.

Not to exceed 19.5 hours per week. Salary range: \$10.30 - \$12.50 per hour.

Complete applicant file will include a Three Rivers College employment application (available at trcc.edu/employment), resume with names/phone numbers of three references, and copies of all transcripts. Incomplete files will not be acknowledged or reviewed. Review of completed applications will begin immediately and continue until appointment is made. We do background checks; E-Verify participant.

To apply, submit all requested material to:

Human Resources

Three Rivers College

2080 Three Rivers Boulevard

Poplar Bluff, MO 63901

Phone: 573-840-9695

Fax: 573-840-9186

Email: humanresources@trcc.edu

Three Rivers College is an Equal Opportunity Institution
trcc.edu