Notice of vacancies

**Professional Tutor**
Contractual Hiring from Nov 9, 2014 to Dec 12, 2014

**Application deadline:** Open Until Filled

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**General Description**

Roxbury Community College is inviting application for Professional Tutor. The main responsibilities of a Professional Tutor are to provide intensive and individualized instruction in tutor’s subject area of expertise to the students at Roxbury Community College. We are looking for tutors in the following subjects: English, ESOL, Math (arithmetic, algebra, geometry, trigonometry, calculus & statistics), Sciences (general science, biology, chemistry, anatomy & physiology), Psychology, Sociology, IST and success coaching.

**Supervision:** Reports to the Director of Academic Support Services

**Essential Functions:**
- Assist students with learning and reviewing subject material during scheduled tutoring appointments and drop in tutoring sessions
- Assist students with developing good study habits
- Work with the Faculty to identify and address learning problems of the students
- Monitor student progress and maintain progress reports.
- Work with tutors in developing individualized student learning plans.
- Submit regular documentation of tutoring sessions
- Communicate regularly with tutoring coordinator via email
- Attend training sessions led by tutoring coordinator
- Meet with tutoring coordinator regularly to discuss performance

**Qualifications:**
1. All candidates must have legal authorization to work in the United States.
2. Must have Bachelor's Degree or higher in subject area
3. Must have good study habits
4. Must have basic computer literacy skills

**Salary:** $27.66 per hour

**Schedule:** 15 hours per week.

**DOH:** ASAP
To Apply: To ensure full consideration, send your resume, Transcripts, a letter of interest, and three references, to:

Roxbury Community College  
1234 Columbus Avenue  
Roxbury Crossing, MA 02120  
Email: jobs@rcc.mass.edu  
For more information you may visit us at www.rcc.mass.edu or www.rcc.mass.edu/hr to find out more about employment at Roxbury Community College.

Appointment is subject to SORI (Sexual Offense Registry Information) background check, and a publicly accessible Massachusetts CORI (Criminal Offense Registry Information) background check.

Roxbury Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College’s Affirmative Action or Title IX Coordinator, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.