### POSITION

**Academic Support Professional Tutor**

### OCCUPATIONAL SUMMARY

The Academic Support Professional Tutor is a part-time, temporary position. The position is responsible for providing tutorial assistance and academic support to Craven Community College students.

### MINIMUM QUALIFICATIONS

- Minimum of a Bachelor’s degree in the content area or a related subject area
- Demonstrate an ability to establish rapport and communicate well with students and instructors
- Effectively communicate study and learning strategies
- Work comfortably with people from diverse backgrounds
- Exhibit patience and positive attitudes in establishing an encouraging learning environment

### SALARY/BENEFITS

- Salary is according to current compensation plan.

### APPLICATION PROCEDURE

Federal Law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact us if you require a reasonable accommodation to apply for this position with Craven Community College.

APPLY ONLINE at www.cravenc.edu, select “Employment” at the bottom of the web page (under About Us). That will take you to the Human Resources main page. Click on the picture for Prospective Employees, (or click Learn more beneath that picture). In the center of that page click on the link for "JobCenter".

Applicants must submit all required documents requested in the online application process to be considered. Before a candidate is hired, a pre-employment criminal background investigation and employer/professional reference check will be conducted.

### DEADLINE TO APPLY

Open until filled

### EMPLOYMENT DATE

As needed

**Craven Community College is an Equal Opportunity Educational Institution**

*Craven Community College does not discriminate on the basis of race, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status.*