

**MURRAY STATE COLLEGE
TISHOMINGO, OK**

**JOB DESCRIPTION
PART-TIME STUDENT SUPPORT SERVICES TUTOR**

General Description/Primary Purpose:

Provide tutoring support to the Student Support Services students as required and according to the following responsibilities.

Classification: Part-Time

Salary: \$20 hour/15 hours per week

Appointment: Part Time

Description of Duties and Tasks:

Essential Job Functions:

1. Student Support Services (SSS) Tutors may tutor SSS students only. This policy is explained in the guidelines of our federal grant and supported by the MSC Administration.
2. Provide all students requesting Student Support Services (SSS) Tutorial services to complete a (SSS) application to determine eligibility before tutoring can actually begin. This form will be obtained from any of the Student Support Services staff.
3. Make sure all students sign-in with tutors to confirm they are eligible for SSS tutoring.
4. Provide students that qualify for SSS Tutoring a SSS Tutor schedule and a MSC Tutor schedule. Verified students are eligible to see SSS Tutors and/or MSC tutors.
5. Provide students that do not qualify for SSS Tutoring a MSC Tutor schedule and those students will be allowed to see MSC Tutors.
6. Provide a SSS student that needs additional assistance outside times designated on tutor schedule or one-on-one tutoring. The Tutor and Educational Support Specialist may schedule this.

Marginal Job Functions

1. Provide services and efforts necessary to meet goals, objectives and requirements of the Student Support Services Program.

2. Work hours other than 8 a.m. to 5 p.m. Monday through Friday if necessary.
3. Perform other duties as assigned by the Director of Student Support Services.

Required Knowledge, Skills and Abilities:

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of the skills and abilities.

1. Communicate effectively with others including students and co-workers.
2. Knowledge of computers and various computer software packages.
3. Good knowledge of administration including preparation of correspondence, record keeping, and maintenance of a filing system.
4. Sufficient visual ability to read items at close range.
5. Professional in appearance and attitude.
6. Organizational skills.
7. Excellent skills in spelling and grammar.
8. Ability to work independently without supervision.
9. Sufficient manual dexterity to be able to operate a typewriter, adding machine, computer keyboard, and other electronic equipment, and to manually complete all paperwork.
10. Ability to work effectively in a culturally diverse workplace and/or serve clientele from a variety of racial and cultural backgrounds.
11. Ability to maintain an attitude of service toward students, coworkers and others.

Other Ergonomic Requirements:

In performing job functions, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. All individuals are required to be able to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

Qualifications:

Minimum Education Required: Bachelor's degree in the area of tutoring (Science or Math).

Skills and Knowledge Required: Good oral and written communication skills, and knowledge of computers and various software packages.

Experience Preferred: Two years' experience working with college students in an educational setting.

Image: Murray State College employees are expected to maintain a neat, well-groomed and professional image at all times while performing their responsibilities.

Background Check: The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process: Applicants must submit the following:

1. Letter of application.
2. Résumé (list three employment references).
3. Unofficial transcript(s) – High School, Vo-Tech. and/or college (Note: Official transcript(s) required upon employment.)
4. Murray State College Employment Application

Mail application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 111
Tishomingo, OK 73460
humanresources@mscok.edu

Application Deadline: Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

**MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL
OPPORTUNITY EMPLOYER**

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Educational Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and other educational services.

Murray State College is committed to affirmative action and encourages applications from all under-represented groups.