# Vacancy Announcement

## Helena College Tutor

### Position Description:

Helena College University of Montana, a comprehensive two-year college focused on student success, seeks qualified applicants for **Tutoring in the areas of Math, Human Biology, Accounting, and Computer Science** for the Fall 2022 semester.

### Duties & Responsibilities:

Under the supervision of the Tutoring Coordinator, tutors provide one-on-one assistance to students with course work, study strategies, and course-related technology.

Tutors generally work 8-15 hours per week in 3-4 hour shifts in the Library Learning Hub.

Tutors are required to participate in several hours of paid training meetings each semester.

### Qualifications:

A minimum of two years of relevant college coursework completed with a B or better grade. Ability to work in an educational setting with a diverse student population.

### Salary and Benefits:

$11.00 - $16.00 per hour, depending upon education and experience.

### Application Procedures:

Please email a resume, cover letter, and transcripts to Kim Caldwell, Kimberly.Caldwell@helenacollege.edu.

### Submission Deadline:

Applications must be received by July 14, 2022.

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**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.