

## On-Call Tutor Pool

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Company: InsideHigherEd

Location: Albuquerque

Category: other-general

### Compensation:

██████████ Compensation Type:

Hourly Employment Type: ██████████

Casual Employment Type: ██████████ Hours:

1 Graduate

Department: ██████████

Company Location: ██████████

### Position Summary

██████████ required to; Coach students in particular academic disciplines Encourage students to take responsibility for their own work. Give students honest but supportive feedback about assignments, pointing out strengths and weaknesses. Assist with front desk reception and clerical projects and coverage as assigned. Assist in maintaining a safe environment in the Tutoring Center

#### Duties & Responsibilities

██████████  
Tutors students based on needs.

May need to schedule events with students.

Meet with students based on their schedule, which may include remote meetings.

be committed to Santa Fe Community Colleges mission on student success.

Performs other related duties as assigned.

## Minimum Qualifications:

High School Diploma or equivalent

Completed the course to be tutored at SFCC within the last three semesters and received an "A" in it

Referrals from SFCC faculty

An average GPA of 3.4 or higher in all coursework

## Tutor III

A degree of associate or higher in the field to be tutored and/or one year of work experience in a related field

Tutoring experience.

## Physical Demands

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light objects.

The work is typically performed in an office.

May need to meet students remotely via online meetings.

## Schedule

Based on availability and student needs.

## Required Documents for Applying:

Resume/CV

Unofficial Transcripts (For Tutor Level III)

## Notice of Background Check and Education Verification:

(SFCC) are contingent upon

the candidate having successfully completed a criminal background check. Some positions may require further educational verification to ensure compliance with our accreditation standards.

**Additional Comments to Applicants:**

[REDACTED] level of review if they do not meet all Minimum Qualifications listed in this job posting. (Years of experience are calculated based upon numbers of hours worked per week. Example: 2 years of experience working 20 hours per week equals 1 year of experience.) Relevant experience pertains to Minimum Qualifications, Job Summary/Basic Function, and Preferred Qualifications/Knowledge, Skills and Abilities described in this job posting. ASSUMPTIONS ARE NOT MADE at any level of SFCC's Hiring Process if information presented in the application material does not clearly address the Minimum Qualifications, Job Summary/Basic Function, and Preferred Qualifications/Knowledge, Skills and Abilities. Number of pages of application material will not negatively/positively affect your application, however, LACK OF DETAIL may.

**Diversity Statement:**

[REDACTED] Santa Fe Community College (SFCC) neighbors ancient Pueblo lands, and is a Sanctuary campus in a Sanctuary city, SFCC is committed to attracting and retaining highly qualified and richly diverse faculty and staff. Our students need a community to teach and support them and that represents their diversity. SFCC strives to make our campus a place of safety, inclusion and equity where all individuals from all diverse backgrounds feel welcomed, nurtured and valued. At the heart of SFCC's mission – Empower Students, Strengthen Community. Empoderar a los Estudiantes, Fortalecer a la Comunidad – is a commitment and promise that higher education and opportunity should be open to everyone in our community and to fostering a climate where students can be who they want to be. A place where all within our community belong. A place where you are seen, a place where you are valued, a place where you are respected, a place where you are appreciated. Come join our community!

**EEO Statement:**

[REDACTED] Employer, Santa Fe Community College will not discriminate in our employment practices based on an applicant's race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, serious medical condition or status as a protected veteran or spousal affiliation. Santa Fe Community College hires only U.S. citizens and individuals lawfully authorized to work in the U.S.

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