

STAFF VACANCY

Professional Tutor (Math and Business) Athens Campus

Piedmont College invites applicants for the part-time position of Professional Tutor (Math and Business) on the Athens Campus.

Founded in 1897, Piedmont College is a private, comprehensive liberal arts college with an enrollment of approximately 2,200 students at campuses in Demorest and Athens, Georgia.

Roles and Responsibilities:

A Learning Center tutor is to provide the following services to students at Piedmont College:

- Provide 1-1 and/or group academic support within a specific content area
- Assist students with organization, study skills, note taking, test taking and questioning skills
- Be flexible, creative and patient when working with students

Knowledge, Skills and Abilities Required:

- Bachelor's Degree
- Available to work 5-20 hours per week as assigned between the hours of 9am and 8pm Monday-Thursday.
- Reliable, consistent attendance and essential functions of a professional tutor
- Employees are expected to be punctual and dependable in order to meet the needs of the Learning Center and students at Piedmont College
- Willingness to adapt and learn new technology and be willing to tutor via web conference

Preferred Skills/Other Experience:

- Previous tutoring experience
- Pays attention to details
- Has clear and consistent communication
- Friendly, approachable and easily able to build relationships
- Reliable

Working Conditions and Physical Effort:

- All tutoring sessions will take place on the Athens Campus or via Web Conference as pre-arranged
- Tutors will have a consistent weekly schedule based around their availability and the need of the Learning Center
- The tutor is expected to work/provide academic support for all content areas if needed
- There are no outward physical demands of this job

To apply, applicants should submit a letter of interest, a current resume, an application for employment <http://www.piedmont.edu/files/docs/Employment-Applicationappended.pdf>, unofficial transcripts, and the names, phone numbers, and e-mail addresses of three references via e-mail to Kristi Koshuta, Director of Academic Learning Services at kkoshuta@piedmont.edu.

Piedmont College has a strong institutional commitment to the achievement of diversity within its faculty, staff, and students.

Piedmont College does not discriminate on the basis of race, color, national origin, sex (including pregnancy and gender identity), sexual orientation, disability, age, genetic information, or religion.