

**Wabanung Campus**  
770 N. Main St  
L'Anse, MI 49946  
Phone: (906) 524-8400  
Fax: (906) 524-8106



**Arts & Agriculture Center**  
15211 Pelkie Rd  
Pelkie, MI 49958  
Phone: (906) 524-8400  
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***KBOCC Mission Statement:*** Formed out of our American Indian identity, the mission of the Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition, and beliefs that supports lifelong learning.

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## **JOB DESCRIPTION**

**POSITION:** Part-Time Math Tutor (up to 20 hours/week during the fall and spring semesters) *Start Date: Fall 2024 semester*

**DEPARTMENT:** Student Services

**LOCATION:** KBOCC Wabanung Campus  
770 N. Main St, L'Anse, MI 49946

**SUPERVISORY CONTROL:** Dean of Student Services

**SALARY:** \$25.00/hour

### **SUMMARY:**

Our growing institution is searching for a Part-Time Math Tutor to join our team. As the Math Tutor, you will work closely with students to help them understand mathematical concepts, improve problem-solving skills and succeed in their coursework.

### **QUALIFICATIONS:**

- Bachelor's degree in Mathematics, Education, or a related field.
- Strong proficiency in various math subjects, including algebra, calculus, trigonometry, and statistics.
- Previous tutoring or teaching experience, preferably in a college or university setting.
- Excellent communication and interpersonal skills, with the ability to build rapport with students from diverse backgrounds.
- Patience, empathy, and a genuine passion for helping others succeed academically.
- Ability to explain complex concepts in a clear and accessible manner.
- Flexibility in scheduling, with availability to work evenings and weekends to accommodate students' needs.
- Reliable and punctual with a commitment to maintaining confidentiality and professionalism in all interactions.
- Familiarity with educational technology and online tutoring platforms is a plus.
- Possesses minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to any felonies offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

Crimes of violence	Sexual assault
Exploitation	Offenses committed against children
Crimes against persons	Molestation
Child abuse or neglect	Contact with or prostitution

## **RESPONSIBILITIES:**

- Provide one-on-one or small group tutoring sessions to students seeking assistance with various math courses offered at the community college.
- Assess students' strengths and weaknesses in math and develop personalized tutoring plans to address their specific needs.
- Explain complex mathematical concepts in a clear and understandable manner, using different teaching methods and approaches to accommodate diverse learning styles.
- Assist students with homework assignments, exam preparation, and review sessions to reinforce understanding and retention of material.
- Foster a supportive and encouraging learning environment that promotes confidence and academic growth.
- Monitor students' progress over time and adjust tutoring strategies as needed to ensure continual improvement.
- Maintain accurate records of tutoring sessions, including student attendance, progress, and areas of focus.
- Collaborate with faculty members and academic advisors to stay informed about course curriculum, assignments, and student learning objectives.
- Stay updated on best practices in math education and incorporate innovative teaching techniques and resources into tutoring sessions.
- Participate in training sessions and professional development opportunities provided by the college to enhance tutoring skills and effectiveness.
- Perform other duties as assigned.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.*

## **PREEMPLOYMENT TESTS:**

Employment is contingent upon the satisfactory result of a security background check, pre-employment drug testing and physical exam.

## **CLOSING DATE:**

Internal only posting available until April 18, 2024. Open until filled.

## **NATIVE AMERICAN PREFERENCE:**

Preference will be given to qualified applicants according to policy.

## **VETERAN PREFERENCE:**

Preference will be given to qualified Veterans (need DD214)

## **APPLICATION PROCEDURE:**

Submit an official KBOCC application, cover letter, resume, certification/transcripts, and three reference letters to:

Human Resources

Keweenaw Bay Ojibwa Community College

770 N. Main St, L'Anse, MI 49946 OR

email [hr@kbocc.edu](mailto:hr@kbocc.edu) with all documentation