

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
Fax: (906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

TUTOR
1 Part-time, non-exempt

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICATION WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Complete Keweenaw Bay Ojibwa Community College Application
- ☐ Three Current Letters of Recommendation
- ☐ Resume
- ☐ Cover Letter
- ☐ Copy of Unofficial College transcripts
- ☐ Copy of Driver's License
- ☐ If you are Native American/Indigenous, you must attach a copy of Tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD21

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
Phone: 906-524-8402

OR

email hr@kbocc.edu with all documentation.

Official KBOCC applications on our website:
<http://www.kbocc.edu/employment/>

Keweenaw Bay Ojibwa Community College does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, Individuals of Indian Ancestry and Veterans will be given preference by law.

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JOB DESCRIPTION

POSITION: Part-time Tutor

(up to 20 hours/ week during the fall and spring semesters) Start semester – Spring 2026

LOCATION: Keweenaw Bay Ojibwa Community College

SUPERVISORY CONTROL: Dean of Students Services

SALARY: \$25.00/ hour

DEADLINE: Internal posting 1/27/2026-2/3/2026 @ 4:00 p.m.

External posting 2/4/2026 until filled.

SUMMARY:

Our growing institution is seeking a Tutor to join our team and support student academic success. In this role, the Tutor will work closely with students across a range of subjects, with an emphasis on mathematics, to strengthen understanding of key concepts, build problem-solving skills, and support successful completion of coursework.

QUALIFICATIONS:

- Bachelor's degree in Mathematics, Education, or 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 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 felonious offense or two or more misdemeanor offenses (under Federal, State, or Tribal law; violations from other states will be interpreted according to the Michigan Penal Code) involving the following:

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

DUTIES and RESPONSIBILITIES:

- Provide one-on-one or small group tutoring sessions to students seeking assistance with various math courses offered at KBOCC.
- Assess students' strengths and weaknesses in math and develop personalized tutoring plans to address their specific needs
- Explain complex mathematical concepts in a clean 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
- Fosters 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 updates on best practices in 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.

PRE-EMPLOYMENT TEST:

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of Native American/ Indigenous descent.

VETERAN PREFERENCE:

Preference will be given to veterans (need DD214).

DEADLINE TO APPLY:

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 of similar kind or level of difficulty.

APPLICATION PROCEDURE: Internal posting 1/27/2026-2/3/2026 @ 4:00 p.m.
External posting 2/4/2026 until filled.

Submit an official KBOCC application, and all documentation required on the cover page of job description to:

Human Resources
Keweenaw Bay Ojibwa Community College
770 N. Main Street L'Anse, MI 49946
OR
email hr@kbocc.edu with all documentation

Official KBOCC application on our website:
<http://www.kbocc.edu/employment/>