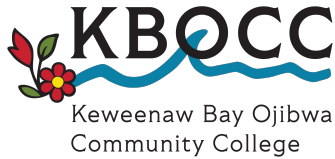


Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
Fax: (906) 524-8420



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.*

Position: Tutor

**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: Tutor
DEPARTMENT: Student Services
SUPERVISORY CONTROL: Dean of Student Services
SALARY: \$25.00/hour (up to 20 hours/week during the fall and spring semester)
LOCATION: Wabanung Campus

SUMMARY: Our growing institution is seeking a **Tutor** to join our team and support student academic success. The Tutor provides academic assistance to students across a variety of subjects and courses offered at KBOCC. The Tutor works with students individually or in small groups to strengthen understanding of course material, develop effective study and learning strategies, build confidence, and support successful completion of coursework. The specific subject areas and courses assigned to the Tutor may vary based on student needs, institutional priorities, and the Tutor's qualifications and areas of expertise.

QUALIFICATIONS:

- Bachelor's degree in an area relevant to the subject matter being tutored; equivalent education, training, or experience may be considered based on the needs of the position.
- Demonstrated knowledge, proficiency, or experience in one or more academic subject areas relevant to the courses and students being supported.
- Previous tutoring, teaching, mentoring, or academic support experience preferred.
- Ability to communicate academic concepts clearly and effectively to students with varying levels of knowledge and learning needs.
- Excellent communication and interpersonal skills, with the ability to establish positive working relationships with students from diverse backgrounds.
- Patience, empathy, and a genuine interest in helping students achieve academic success.
- Ability to adapt instructional approaches and explain concepts using different methods to accommodate diverse learning styles and abilities.
- Ability to assist students with study skills, organization, time management, test preparation, research, writing, problem-solving, and other academic success strategies, as

appropriate to the subject area.

- Ability to work independently and effectively manage tutoring responsibilities and schedules.
- Reliable and punctual, with a commitment to maintaining confidentiality and professionalism in all interactions.
- Flexibility in scheduling, including availability to work evenings and/or weekends as needed to accommodate student needs.
- Familiarity with educational technology, learning management systems, and online tutoring platforms preferred.
- Ability to work collaboratively with faculty, academic advisors, and other College personnel.
- 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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide one-on-one or small-group tutoring to students seeking academic assistance in courses and subject areas offered at KBOCC.
- Support students across a broad range of academic disciplines based on the Tutor's qualifications, areas of expertise, and current student needs.
- Assess students' strengths, areas of difficulty, and learning needs and develop appropriate tutoring strategies to support individual academic goals.
- Explain academic concepts clearly and effectively using a variety of instructional methods and approaches.
- Assist students with homework, assignments, projects, research, writing, exam preparation, and review activities, as appropriate to the subject area.
- Help students develop effective study habits, time-management skills, organizational skills, note-taking strategies, test-taking strategies, and other skills that promote academic success.
- Encourage students to develop independent learning, critical-thinking, problem-solving, and self-advocacy skills.
- Foster a supportive, inclusive, and encouraging learning environment that promotes student confidence, engagement, and academic growth.
- Monitor student progress and adjust tutoring strategies as appropriate to address changing student needs.
- Maintain accurate records of tutoring sessions, including student attendance, progress, areas of focus, and other information required by the College.
- Collaborate with faculty members, academic advisors, and other College personnel regarding course expectations, student learning needs, and available academic resources.

- Refer students to appropriate faculty, academic support services, campus resources, or other assistance when additional support is needed.
- Maintain confidentiality of student information and academic records in accordance with applicable College policies and requirements.
- Utilize appropriate educational technology, academic resources, and instructional materials to enhance tutoring services.
- Participate in training, meetings, professional development opportunities, and other activities provided by the College.
- Assist with academic support programs, workshops, study sessions, and other student success initiatives as assigned.
- 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: Internal posting closes October 20, 2026. External recruitment will begin on October 21, 2026, and remain open until filled.

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 difficulty.

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

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/>