



4301 Third Street • Tillamook Oregon 97141

# **Position Opening Notice**

## **Tutor**

### **(Math, Writing, and Science)**

#### **College and Area Information**

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve as a Tutor and to work in conjunction with and support of the College's mission: to provide access to quality education in response to the needs of the community.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon. The county has a population of 26,000 and TBCC serves over 2,060 students per year.

#### **Organizational Relationship**

Reports to the Library/Tutoring Director

#### **General Statement**

Under the direction of and in close collaboration with faculty, successful tutors serve Tillamook Bay Community College by assisting students with course material, ultimately helping students learn and successfully complete their educational goals. Tutors are responsible for understanding course content and checking in with faculty to ensure they are assisting with correct course content and help students work on student learning outcomes. Tutors work with students, and their individual learning styles, to reinforce course concepts and content. Tutors must have highly developed interpersonal skills, and must communicate with people at all levels using multiple modalities and learning styles. Tutors help engage students in the process of learning.

#### **Term of Employment**

Annual: position July 1 – June 30

Leave in accordance with current TBCC Policy 312 and corresponding regulations.

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact the Director of Facilities, Human Resources, and Safety, 4301 Third Street, Tillamook, Oregon, Room 122, Phone (503) 842-8222 ext. 1020

## **Major Areas of Responsibility**

- I. Tutoring
- II. College Service and Department Representation

## **Specific Responsibilities**

### Tutoring

- Reinforce coursework that may range from developmental education through transfer level courses following course learning outcome guidelines.
- Attend all scheduled sessions.
- Prepares and develops materials for use in tutoring.
- Communicates objectives and expectations of each course through multiple modalities and checks for understanding. Scaffolds material to reinforce course learning.
- Communicates with course faculty to ensure seamless provision of services.

### College Service and Department Representation

- May participate in faculty meetings, in-service and staff meetings as schedule allows.
- May attend student events such as award ceremonies, school luncheons, and school orientations as schedules allow. They understand and attempt to connect with students encouraging retention and completion. They represent TBCC positively with students, the community, and the state.
- May listen, consider and provide input on college policy, budget, procedures and governance.

## **Required Qualifications**

- Associate's degree or equivalent coursework in tutoring discipline
- Proficiency in the use of computers, Microsoft Office, Outlook, and Excel
- Demonstrate strong interpersonal skills
- Effective oral and written communication skills
- Ability to work individually and with a team
- Strong organizational skills with attention to details

## **Preferred Qualifications:**

- Prior experience in tutoring
- Experience in virtual and in-person instruction
- Bilingual

## **Application Information**

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to [patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu)

Applications may also be mailed to:

Tillamook Bay Community College  
Attn. Human Resources  
4301 Third Street  
Tillamook, OR, 97141

To print application go to <http://tillamookbaycc.edu/tbcc-employment-opportunities/> and choose the staff application packet.

## **Position Open until filled**

Applications reviewed as received.

## **Compensation and Position Availability**

This is an hourly position dependent on need. Tutoring occurs during the term with hours varying between 5 to 19 per week. Compensation is based on education:

Associate's Degree or less: \$20/hr.

Bachelor's Degree: \$25/hr.

Master's Degree or higher: \$30/hr.

Benefits are in accordance with Board Policy.