SAN CARLOS APACHE COLLEGE
HUMAN RESOURCES
1 San Carlos Ave., Bldg. 3
P.O. Box 344
San Carlos, Arizona 85550
(928) 475-2016 ❖ Fax (928) 475-2018
Job Posting

Library Tutor (2)

POSITION TITLE: Library Tutor **(2)**   **Vacancy Announcement No.:** #23-09

WORK LOCATION: San Carlos Apache College, Main Campus in San Carlos, AZ

DEPARTMENT: Academics

REPORTS TO: Provost

DEADLINE: **Open Until Filled (Opened 1/25/2023)**

Essential Responsibilities: Essential responsibilities and duties may include, but are not limited to the following:

- responsible for leading one-on-one or small group lessons that cater to the needs and goals of their students
- Shall assist with library operations by helping to develop educational presentations, workshops and activities in consultation with library and college staff.
- Shall establish drop-in tutoring hours to support individuals in maximizing their learning potential.
- Provide tutoring in subjects in a variety of disciplines to include but not limited to: simulations of classroom activities and providing review sessions.
- Responsible for assisting with and delivering workshops to library patrons. The Library Tutor shall serve as an advocate in the community for life-long learning
- Promote a Library atmosphere conducive to study, research, and reading.
- Shall aid library patrons with homework and supplemental instruction including instruction utilizing the online library resources. Tutor library patrons individually and as a group (walk-ins, appointment, and/or online). Proof read papers per student request.
- Provide coverage for the library circulation desk as necessary.
- Shall assist with Chat with library online service and assist with creating online subject matter resources for students.
- Also shall create and maintain instructional handouts on how to use key library resources including copyright and plagiarism
- Other duties as assigned

Qualifications:

- Initiative and ability to work independently

- create a welcoming and safe environment for all students.
- Knowledge of subject matter related to basic library functions.
- Ability to create curriculum for teaching data literacy to college students
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Outgoing, friendly, people-oriented skills are required
Positive energy required

Education, Experience, & Licensing Requirements:

- Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Liberal Arts, Education, Business or closely related field. *NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements*.
  In addition to meeting the basic requirements above, candidates must have had one year of specialized experience.

  Specialized experience is experience in a public library, clerical work, or in a job related field. *Examples of the type of experience that will be credited are shown above under "Essential Responsibilities".*
- Knowledge, experience, and comfort working in higher education or an academic environment
- Ability to provide outstanding quality customer service and support to SCAC and all stakeholders
- Driver's license required.
- Ability to pass a pre-employment background check
- Ability to pass a pre-employment drug and alcohol test

Compensation:

- $15.00 per hour

How to Apply:

Email your application, resume, cover letter, and supporting documents to hr@apachecollege.org
Chris Lyn Phillips, Human Resource Officer

- The San Carlos Apache College follows our Native Hiring Preference Policy
- The San Carlos Apache College is an Equal Opportunity Employer