



PEER, ASSOCIATE, & PROFESSIONAL TUTORS POSITION ANNOUNCEMENT

Butler County Community College is currently accepting applications for the positions of Peer, Associate, and Professional Tutors for the following courses and locations.

BC3@Lawrence Crossing:

- Tutors (temporary, part-time)
 - A & P, Basic Human Structure; availability as needed: M-F: 8 AM to 8 PM; Sat.: 8-11 AM
 - Statistics, College I and II; availability as needed: M-F: 8 AM to 8 PM; Sat.: 8-11 AM
 - Intro to Education, Curriculum Development, Child Language and Lit, Intro to Special Education; availability as needed: M-R: 8 AM to – 8 PM; F 8 AM – 3 PM; Sat.: 8-11

BC3@LindenPointe:

- Tutors (temporary, part-time)
 - A & P, Basic Human Structure; availability as needed: M-F: 8 AM to 8 PM; Sat.: 8-11 AM
 - Statistics, College I and II; availability as needed: M-F: 8 AM to 8 PM; Sat.: 8-11 AM
 - Intro to Education, Curriculum Development, Child Language and Lit, Intro to Special Education; availability as needed: M-R: 8 AM to – 8 PM; F 8 AM – 3 PM; Sat.: 8-11

These are temporary, part-time positions that will begin in the fall of 2016. Reporting to the Coordinator of Tutoring, tutors are dedicated to the pursuit of academic excellence. They work with students one-on-one and in small groups to help them to become confident, independent learners. Tutors assist students by clarifying course content and offering study skills tips, test taking strategies, and general encouragement and support. Work hours will vary and are not guaranteed.

At minimum, tutors are required to have completed at least 12 credit hours of undergraduate course work, 9 credits of which must be in non-developmental or non-preparatory courses. They also must have a minimum G.P.A. of 2.8 and a final grade of A or B in the course(s) they wish to tutor. Transcripts are required for those who earned a degree from a college/university other than Butler County Community College.

Review of applications will begin immediately. Interested candidates should complete the [employment application](#), and submit along with a letter of application, current resume, [copy](#) of college/university transcript(s), and names, addresses, and telephone numbers of three professional references. Incomplete application packets and/or any materials regarding this position that is received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Electronic and faxed documents are not acceptable. Applicants [currently](#) employed by Butler County Community College must authorize in [writing](#) that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to:

Ms. Linda M. Dodd
Executive Director of Human Resources/
Equal Opportunity Compliance Officer
Butler County Community College
107 College Drive
Butler, PA 16002

Butler County Community College is an equal opportunity, affirmative action employer.