Post-Secondary Education Tutor Job Posting

Job Title: Higher Education Tutor (HEP Tutor)

Pay: $.50 through step 6

Work Schedule: Full time – This will vary depending on the class schedules of the incarcerated people and individual needs of students. Will require working in classrooms and living units.

Job Description

- This is a tutor position for higher education students. Class schedules and individual needs will vary, but the tutors should expect to be available during the weekdays and on weekends.
- This job may require the tutor to attend classes with incarcerated people so that they can understand the curriculum and class expectations.
- Access to the curriculum and instructor on tablets/laptops may be expected.
- This job's focus is higher education student success. Mentoring students who are struggling, working with students in small groups and 1-on-1 will be expected.
- This job may require clerical work necessary for planning for upcoming semesters.
- This job may include duties/responsibilities related to higher education assigned by DOC staff.

Job Prerequisites:

- Have completed a Bachelor's Degree
- Computer literacy skills (Word, PowerPoint, Excel)
- Skilled in college level math, reading comprehension, and writing
- Skilled leader, communicator, and problem solver
- Teaching skills preferred
- Positive and pro-social mentorship skills
- Comfortable tutoring in the classroom and in the living unit
- Discipline free for 6 months

Expectations

- As in all facility jobs, the first 30 days will be a probationary period.
- Tutor training will be required when an individual is hired.
- Raises will correlate with policy 204.010.