

NORTHWEST INDIAN COLLEGE

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JOB ANNOUNCEMENT

PEER TUTOR – MENTOR

Temporary – Part-time

LOCATION In-person / Remote

IDENTIFICATION Classified Staff - Class A

COMPENSATION Commensurate with the highest degree earned.

Associate of Arts (AA)	Bachelor of Arts (BA)	Master of Arts (MA)	Ph.D.
\$15.06 per Hour	\$15.59 per Hour	\$16.12 per Hour	\$16.66 per Hour

WORK SCHEDULE Part-Time, approximately 10 to 15 hours per week.

SCOPE

Under the direct supervision of the departmental supervisor(s), the Teaching Aide (Peer Tutor) will facilitate students in the development of learning skills. The Peer Tutor is expected to maintain a teaching relationship with several NWIC students throughout the following academic school year, providing tutorial services while acting as a mentor. This position also includes some responsibilities as a grader and some data entry.

DUTIES AND RESPONSIBILITIES

- Complete the required tutoring training.
- Comfortable working with one or possibly a group of students.
- Participate in activities and events organized by the Math and Writing Center such as study jams.
- Can enter data and treat it as confidential.
- Perform other related duties as appropriately assigned by supervisor.
- Be a role model for other students.

MINIMUM QUALIFICATIONS

For tutoring [English and writing](#), the applicant must have passed English 102 (or an equivalent or higher-level class) with a grade of B or better.

For tutoring **math**, the applicant must have passed Math 102 (or an equivalent or higher-level class) with a grade of B or better.

To be considered for tutoring **chemistry**, the applicant must have passed the following courses:

1. Math 102 (or an equivalent or higher-level class) with a grade of B or better.
2. The chemistry sequence (CHEM 121/ 122/ 123) with a grade of B or better.

For tutoring **biology**, the applicant must have passed BIOL 104, 201, 202 with a grade of B or better.

For tutoring **computer skills**, the applicant must have passed CMPS 101 (or an equivalent or higher-level class) with a grade of B or better.

PREFERRED QUALIFICATIONS

- Indian Preference - except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473) NWIC supports and provides equal opportunity employment and educational opportunities regardless of race, religion, national origin, sex, sexual orientation, marital status, age, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.
- Direct experience working with Native Americans or an ability to work with Native American people with an understanding of and sensitivity to the special educational needs and an appreciation for their culture.
- Good communication skills are required to work effectively with NWIC students, staff, and local community members.

APPLICATION DOCUMENTS Interested applicants should submit the following documents.

- A cover letter that includes your academic or professional background, your skills and experiences, and how you meet the required and preferred qualifications.
- The Tutoring Application Form which can be accessed on the Canvas page of the Math and Writing Center. (If you are not an NWIC student, please contact the Math and Writing Center coordinator at skoohbour@nwic.edu to request the application form.)
- An unofficial copy of the current academic transcript (NWIC students can request their unofficial transcripts from the Enrollment Services at enrollmentservices@nwic.edu.)
- Two letters of recommendation from faculty members who are familiar with your work.
- A resume.

HOW TO APPLY?

You can apply for this position by submitting all the required documents to the Math & Writing Center coordinator at skoohbour@nwic.edu.