



# Nueta Hidatsa Sahnish College

## Position Description

**POSITION: Tutor**

**DEPARTMENT: Student Services**

**ACCOUNTABLE TO: Vice President of Student Services**

**LOCATION: New Town, ND Campus**

**CLASSIFICATION: Part-Time**

**FLSA STATUS: Exempt**

**PAY RANGE: DOE**

**POSITION: Tutor (English, Math, Science, Psychology, and/or Computers)**

Nueta Hidatsa Sahnish College (“NHSC”) is committed to a unique educational community founded in culture and spirituality that nurtures holistic student success.

**SUMMARY OF WORK:** Tutoring in the subject area (Math, Science, Psychology, and/or Computers) and recording corresponding data.

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Teach students in groups or individually in one or more of the following subject areas: English, Math, Science, Psychology, and/or Computers face-to-face and/or via Zoom or another virtual environment.
- Develop resources to tutor students to build skills, evaluate students to measure skill progression and to determine improvement areas.
- Record and report student progress.
- Ensure high attendance through email, phone, face-to-face and virtual communication, announcements, and media announcements/posts.
- Support students in meeting academic goals through subject area.
- Help students complete assignments and prepare for tests.
- Maintain clean student environment.
- Other duties as assigned.

### **JOB REQUIREMENTS:**

- Required attendance at all tutored training sessions as outlined in schedule.
- Reliable access to the Internet and Zoom and/or another virtual environment.
- Ability to tutor students face-to-face and/or via Zoom or another virtual environment.
- Record correct hours worked, as verified by supervisor.
- Contact students who are missing sessions.
- Be prepared for tutoring sessions.
- Be Prompt, courteous and maintain professional conduct
- Must be open minded, organized, educationally driven and have positive attitude toward college life
- Good communication skills
- Evaluation of tutor’s performance each new semester

## **Minimum Qualifications**

- Must maintain a minimum of 3.0 cumulative GPA (NHSC students)
- Follow directions and work with coworkers
- Self-starter, able to work independently
- Ability to communicate effectively within a multicultural population.
- Awareness of a variety of learning styles.
- Skilled at helping others learn in one or more of the following subject areas:
  - English
    - Have completed English Comp I
  - Math
    - Have completed Math 165 (Calculus I).
    - Written recommendation from Math instructor (for current student)
    - For non-student, provide transcript with evidence of math grades.
  - Science
    - Have completed Biology, Chemistry, Physics and/or other science courses.
    - Written recommendation from Science instructor (for current student)
    - For non-student, provide transcript showing science courses and grade.
  - Psychology
    - Have completed the foundational Psychology course
    - Written recommendation from Psychology instructor (for current student)
    - For non-student, provide transcript showing psychology courses and grade.
  - Computers
    - Have completed Introduction to Computers course
    - Written recommendation from instructor (for current student)
    - For non-student, provide transcript-showing Intro to Computers and grade.

Applications are available on-line at [www.nhsc.edu](http://www.nhsc.edu)

Must re-apply each semester.

Please forward completed application, resume, cover letter, names and contact information for at least 2 references to:

Sidney Prospere, Human Resources Director  
Nueta Hidatsa Sahnish College  
P.O. Box 490 / 220 College Drive  
New Town, ND 58763  
(701) 627-8016  
[sprosp@nhsc.edu](mailto:sprosp@nhsc.edu)