

## **Announcement of Position Opening**

**POSITION:** Spring 2020 opening for an Educational Assistant/English-Writing Tutor in the Academic Tutoring Center  
Part time

**MINIMUM QUALIFICATIONS:** Bachelor's degree in English and tutoring experience with college level students in both developmental and advanced English courses.  
Computer literacy skills.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for this position and provide appropriate references.

**PREFERRED QUALIFICATIONS:** Experience working with a diverse student population; familiarity with study skills and MLA and APA documentation styles.

**RESPONSIBILITIES:** Perform role of embedded tutor in a composition class; tutor students individually and in small groups in the campus tutoring center. Prepare supplemental academic support materials as needed. Answer telephone and schedule appointments as necessary. Keep accurate student attendance records.

**MINIMUM SALARY:** \$26.31 per hour

**TO APPLY:** Submit a letter of application, detailed resume, and Board Application to Angelina Hinojosa, Director  
Academic Tutoring Center  
Asnuntuck Community College  
170 Elm Street  
Enfield, CT 06082  
Email: ahinojosa@asnuntuck.edu

Applications will be reviewed until position is filled.