

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

JOB ANNOUNCEMENT

POSITION: **TRiO Tutor**
(part-time, temporary, up to 28 hours per week)

STARTING DATE: As early as August, as mutually agreed.

APPLICATION PROCEDURE: Bring the following application materials to the Human Resources Office:

1. Completed District Application
2. Resume and Cover Letter (optional)
3. Applicant Information Card (optional)

APPLICATION DEADLINE: Until filled. Applications received by **September 1** will receive first priority.

GENERAL DESCRIPTION: Our new TRiO Educational Talent Search (ETS) program is looking for college students who are interested in tutoring middle school students (ages 11-14) primarily in the areas of Math and Language Arts. We are currently developing a tutor program at the middle school and are seeking reliable individuals who can work well with disadvantaged youth (students served in this program are either low income and/or first generation college).

This is a part-time (up to 28 hrs/wk), temporary position, hired on a short-term, temporary contract. Times needed: Tuesday & Thursday; 11:00-12:30 (lunch) and/or 2:00-3:30 (after school)

STARTING SALARY: **\$10.00 – \$13.20/hour**; wages are paid once per month.

ADDITIONAL INFORMATION:

Human Resources
Lake Tahoe Community College District
One College Drive
South Lake Tahoe, CA 96150
(530) 541-4660 ext. 226

DATE OF ANNOUNCEMENT: August 2016

LAKE TAHOE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

Special Accommodations:

If you are in need of special services or facilities due to a disability in order to apply or interview for this opening, please call Human Resources at 541-4660, ext. 226.

Note: All persons hired by Lake Tahoe Community College district are required to prove employment eligibility in compliance with the immigration reform and control act of 1986.



CLASSIFIED EMPLOYMENT INFORMATION

1. A completed District application form must be submitted for each position. To ensure being considered for a classified position with Lake Tahoe Community College, candidates must submit all materials requested in the vacancy announcement by the deadline date. Submission of requested materials is the candidate's responsibility.
2. Candidates wishing to apply for more than one position must submit duplicated materials for each position.
3. If a particular test is being given for the position, you will be notified of the testing time and place.
4. Interviews are held on the campus where the position is located. A second interview may be required of top candidates.
5. In the interview, consideration will be given to various factors, including, but not limited to, education, experience, personal development, ability to work with others, initiative and sensitivity.
6. Travel costs related to the interview or testing will be at the expense of the candidate.
7. The College reserves the right to investigate past employment records of any candidate.
8. The College reserves the right to re-advertise a position or to delay indefinitely the employment of a person for a position if it is deemed by the College that applicants for the position do not constitute an adequate affirmative action recruitment pool.
9. Applicants will be notified when the position is filled. The College does not return to the candidate materials submitted in application for the position. Applications are kept in our file for a period of one year.
10. As required by the Equal Employment Opportunity policy of Lake Tahoe Community College District, the Director of Human Resources is required to maintain a file that will yield the composition of the applicant flow by minority group and sex. A form will be provided for this purpose. Completing and returning the form is on a voluntary basis by the candidate. If returned, the form will be kept separate from the application and placed in an Applicant Flow File. This information will not be used as a part of our screening process.
11. Lake Tahoe Community College District is an Equal Employment Opportunity Employer.

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TRiO ETS TUTOR
CLASS CODE: Temporary, hourly
RANGE: (Schedule F -- \$10-13.20/hour)

DEFINITION:

Under the direction of the TRiO Specialist, a TRiO ETS Tutor provides tutoring and support services to Middle School students who qualify as first generation college students and/or low-income.

DISTINGUISHING CHARACTERISTICS:

An ETS Tutor works with students from a variety of low-income, cultural and academic backgrounds, and with a range of learning styles and challenges. This position must possess good interpersonal communication skills, the ability to work with others, the desire to engage youth, strong organizational skills, and demonstrate sensitivity to the needs of disadvantaged students.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and abilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class.) It is impractical to list all the essential functions in a job description. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function.

REPRESENTATIVE DUTIES:

Provide information, advice, support and encouragement to students.

Help students stay motivated.

Help students understand course material.

Help students prepare and study for quizzes, exams, and projects.

Help students identify learning styles and improve study skills.

Provide early referral to support services to ensure academic success.

Provide early intervention through frequent (weekly) contact with students.

Provide problem solving assistance appropriate to the individual student.

Help build academic success strategies appropriate to the individual student.

Serve as liaison to course instructors, students, and program staff.

Maintain and report tutor contact log, timesheet and any other materials, to ETS Support Specialist.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Subject area of tutor/mentor program.
- Tutoring methods and learning strategies and styles.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- The needs and challenges of students with socially and economically disadvantaged backgrounds.

ABILITY TO:

- Work with students from a variety of low-income, cultural and academic backgrounds, and with diverse learning styles, and display sensitivity to the needs of disadvantaged students..
- Successfully tutor students in assigned subject area.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.

MINIMUM EDUCATION AND EXPERIENCE:

Any combination equivalent to: possession of a cumulative GPA of 2.8 or higher, and completion of at least one high risk course at LTCC.

ADDITIONAL REQUIREMENT (LICENSURE/CERTIFICATION):

Letter of recommendation from a counselor or a faculty member in the subject area(s) of mentoring and/or tutoring.

Schedule F, \$11.04/hour

March 2012



One College Drive
 South Lake Tahoe, CA 96150-4524
 (530) 541-4660 ext. 221
 Fax: (530) 541-7852

Position applied for: _____

APPLICATION FOR CLASSIFIED EMPLOYMENT

PLEASE READ CAREFULLY: A resume may be attached but this does not relieve the requirement to COMPLETE ALL SECTIONS of this application. An incomplete application may disqualify you. A poorly completed application may work against you in the screening process. Read the job notice and description to be sure you meet the minimum requirements.

PERSONAL

Date _____

Name _____
Last First Middle

Present Address _____
Street P.O. Box City State Zip

Telephone No. _____
Home Business Cell

Email Address _____

Are you legally eligible for employment in the U.S.A.? _____ Are you under the age of 18? _____

Other than English, please list any language you speak and write fluently _____

Have you ever been convicted or pleaded nolo contendere for any crime other than a minor traffic violation? (A "yes" does not automatically disqualify you from further consideration. You will be fingerprinted.) _____

If yes, please describe in full on a separate page.

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed	Did You Graduate?	List Diploma or Degree
High	_____	_____	1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

College	_____	_____	1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Other (specify)	_____	_____	1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

If your application is considered favorably, on what date will you be available for work? _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our district? _____

LIST EMPLOYMENT FOR THE PAST 10 YEARS BELOW, BEGINNING WITH YOUR MOST RECENT

1. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:			Name & Title of Supervisor:		
Telephone:			Reason for Leaving:		

2. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:			Name & Title of Supervisor:		
Telephone:			Reason for Leaving:		

3. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:			Name & Title of Supervisor:		
Telephone:			Reason for Leaving:		

4. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:			Name & Title of Supervisor:		
Telephone:			Reason for Leaving:		

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do ***not*** wish us to contact _____

MILITARY SERVICE RECORD

Were you in the Armed Forces? _____ If yes, what Branch? _____ Rank _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative bureaus of your choice.

Signature of Applicant

**AN EQUAL OPPORTUNITY
EMPLOYER**

Lake Tahoe Community College Demographic Survey (Confidential)

The following information is necessary for Lake Tahoe Community College to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is strictly confidential and is removed from your application form. Your cooperation in voluntarily providing this information is greatly appreciated.

Name:		Position Applied For:	
Date:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you need any accommodation(s)? <input type="checkbox"/> Yes <i>If yes, please call Human Resources at (530) 541-4660, ext. 226.</i>		*As defined in the Americans with Disabilities Act of 1990, a disabled person is one who: 1) Has a physical or mental impairment which substantially limits one or more major life activities; 2) Has a record of such an impairment; or 3) Is regarded as having such an impairment.	
Heritage:	<input type="checkbox"/> Asian excluding Filipino: All persons having origins in any of the original people of the Far East or Southeast Asia (Chinese, Japanese, Korean, Laotian, Cambodian, Vietnamese, Asian Indian, Other Asian). <input type="checkbox"/> Black/African-American: (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. <input type="checkbox"/> Filipino: All persons having origins in any of the original people of the Philippine Islands <input type="checkbox"/> Hispanic (Chicano/Latino/Mexican-American): All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race. <input type="checkbox"/> Native American: All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition. <input type="checkbox"/> Pacific Islander: All persons having origins in Guamanian, Hawaiian, Somoan or other Pacific Islander group. <input type="checkbox"/> White/Caucasian (not of Hispanic origin): All persons having origins in any of the original people in Europe, the Indian Subcontinent, or the Middle East. <input type="checkbox"/> Other foreign national (please specify): <input type="checkbox"/> Decline to state		
Status:	<input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident		

Recruitment Information: How did you hear about this position/job?

- Chronicle of Higher Education
- Chancellor's Registry
- College Employee
- College Placement Office
- District Web Site
- Local Publication: Tahoe Tribune; Other (please specify):
- Job Fair (please specify location):
- Journal or other discipline publication (please identify):
- Word of Mouth
- Other (please specify):

We appreciate your assistance in providing statistics to help us improve our recruitment efforts.

Lake Tahoe Community College, One College Drive, So. Lake Tahoe, CA 96150