



## **JOB DESCRIPTION-PART-TIME PROFESSIONAL TUTOR**

### **General Description/Primary Purpose:**

Provide tutoring support to students at Murray State College according to the following responsibilities.

**Classification:** Part-Time

**Salary:** \$22.50 hour/10 hours per week

**Appointment:** Part-Time

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC provides the best of both worlds: small-town life with access to big-city offerings.

### **Description of Duties and Tasks:**

1. Professional tutors are to assist students in the desired subject field in the MSC library, Math lab, or online via Zoom.
2. Ensuring students sign in with tutors for each session.
3. Maintaining a set work schedule that is compatible with the tutor's class schedule.
4. Assisting students with general navigation of Blackboard or other partnered programs used by MSC (Hawkes, McGraw Hill, Respondus).
5. Work hours other than 8 a.m. to 5 p.m. Monday through Friday if necessary.
6. Perform other duties as assigned by the Retention Coordinator.
7. Complete all training assigned by the human resources department.
8. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

### **Required Knowledge, Skills, and Abilities:**

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of the skills and abilities.

- Oral and written communication skills, and knowledge of computers and various software packages we use at MSC, such as Google, Blackboard, and Microsoft Office.
- Communicate effectively with others including students and co-workers.
- Knowledge of computers and various computer software packages.
- Good knowledge of administration including preparation of correspondence, record keeping, and maintenance of a filing system.
- Sufficient visual ability to read items at close range.
- Professional in appearance and attitude.
- Organizational skills.
- Excellent skills in spelling and grammar.
- Ability to work independently without supervision.
- Sufficient manual dexterity to be able to operate a typewriter, adding machine, computer keyboard, and other electronic equipment, and to manually complete all paperwork.
- Ability to work effectively in a culturally diverse workplace and/or serve clientele from a variety of racial and cultural backgrounds.
- Ability to maintain an attitude of service toward students, coworkers and others.

### **Other Ergonomic Requirements:**

In performing job functions, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. All individuals are required to be able to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

### **Qualifications:**

1. **Minimum Education Required:** Bachelor's Degree in a related field.
2. **Experience Preferred:** Proficiency in several desired subjects (math, writing, or science). This includes recommendations or testing scores that prove proficiency.
3. **Professionalism:** All employees at MSC are expected to demonstrate dedication to their work field and to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed and professional image at all times.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

**Application Process:**

1. Letter of application
2. Resume
4. Unofficial transcript(s) required
5. Murray State College employment application
6. Complete the Background Check Consent Form on the MSC Website

**Submit Application to:**

Human Resources Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, OK 73460  
MSCemployment@mscok.edu

**MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.