Three Rivers College is accepting applications for the following part-time position at the Malden location:

**Part-time Tutor – English and Math in Malden**

The primary function is to provide academic support by assisting students in English and math as well as to provide excellent customer service. Providing academic support involves helping students develop the knowledge, skills, and confidence needed to become independent learners. The tutor must have strong interpersonal skills and be able to work and communicate effectively with students of all skill levels. Associate degree in math, English, or closely related field(s) required; bachelor’s degree preferred. Minimum of one year of experience assisting students in an academic setting is preferred.

Math tutors must be taking or have completed College Algebra with a grade of B or better. Tutors must be skilled in algebra and be able to explain it in a way students can understand. Some calculus, chemistry, and physics experience may be helpful, but not required.

English tutors must have completed College Writing with a grade of B or better. Tutors must be skilled in grammar, spelling, and punctuation and be able to assist students with research, topic development, and basic essay structures. An understanding of basic paper types (MLA, APA, and et al.) is necessary.

Not to exceed 19.5 hours per week. Salary range: $8.00 - $12.50 per hour.

Complete applicant file will include a Three Rivers College employment application (available at trcc.edu/employment), resume with names/phone numbers of three references, and copies of all transcripts. Incomplete files will not be acknowledged or reviewed. Review of completed applications will begin immediately and continue until appointment is made. We do background checks; E-Verify participant.

To apply, submit all requested material to:

Human Resources
Three Rivers College
2080 Three Rivers Boulevard
Poplar Bluff, MO 63901
Phone: 573-840-9695
Fax: 573-840-9186
Email: humanresources@trcc.edu

Three Rivers College is an Equal Opportunity/Affirmative Action Institution