



POTEAU • SALLISAW • ONLINE

POSITION:

NASNTI Tutor Specialist

100% Funded by the Department of Education Title III Native American-Serving Nontribal Institutions Grant (NASNTI)

GENERAL DESCRIPTION:

The NASNTI STEM program at Carl Albert State College seeks a dedicated Tutor Specialist at our Poteau Campus. Successful candidate will lead the development of Math Tutoring Plan; Evaluate new Tutoring Pilot; schedule tutoring times and tutors with students; work with Math Specialist in coordinating tutoring; maintain necessary records and data on tutoring pilot. A \$ 1,000.00 signing bonus will be given to the successful candidate, \$ 500.00 upon hire and \$ 500.00 after a successful 90-day evaluation.

QUALIFICATIONS:

- Bachelor's degree in Education or related field.
- Minimum of 6 Months to One-year experience with Math instruction or tutoring.
- Community College experience preferred.
- Excellent verbal and written communication skills.
- Experience working with Native American and underprepared students.
- Must have excellent organizational skills and attention to detail.
- Ability to manage multiple projects and deadlines.
- Must be customer service focused.

SALARY:

\$ 36,000 annual, includes a full benefit package which includes Employer paid Medical, Dental, Life, Long-term Disability, Oklahoma Teachers Retirement, Vacation & Sick Days.

APPLICATION DEADLINE: Open until filled.

APPLICATION PROCEDURE:

To be considered for this position, please submit a CASC application (available at: <http://carlalbert.edu/employment-opportunities/>), Cover Letter, Resume and three Letters of Reference. Application may be submitted online, or by mail to: Human Resources Department, Carl Albert State College, 1507 S. McKenna, Poteau, OK, 74953 or email, employment@carlalbert.edu or fax to (918)-647-1359.

CASC is an affirmative action equal opportunity employer. All interested, qualified individuals are encouraged to apply.

Re-Posted: 4/29/2022