



Ranger College Employment Opportunity

Human Resources Office

1100 College Circle

Ranger TX 76470

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Position Available: STUDENT SUPPORT SERVICES TUTOR COORDINATOR

Start Date: September 1, 2011

Position Description: Work with RC faculty, counselor, and workforce program to identify and hire suitable professional and peer tutors. Select, assign, and notify participants of individual and group tutoring sessions. Ensure alignment of tutoring with RC course content. Supervise SSS Tutoring Center. Coordinate participant and tutor appointments, collect tutor summation sheets and assist in the updating of participant files. Assume advising and SSP caseload. Lead development and delivery of Academic Enrichment workshops, assist with delivery of all project services.

Qualifications:

- Bachelor's degree required. Degree in education preferred
- At least two years of tutor/teaching experience required
- Experience working with disadvantaged students, preferably college students, req.
- Possess basic advising skills, req.
- Computer literate, required
- Excellent written/oral communication skills; strong organizational skills, req.
- Self-motivated and able to work independently and under pressure, req.
- Bilingual(Spanish speaking) preferred

Annual Salary/Benefits: Highly competitive - commensurate with experience and credentials
Group Health and Life Insurance (90-day waiting for Health) Educational Retirement,
Disability/Dental Insurance (opt) TRS or ORP

Application Procedure: Interested applicants should download and submit a Ranger College application; a letter of interest detailing how their qualifications and experience fit this job description; resume and unofficial transcripts. Materials should be sent to: Laura Yeck, Director of Human Resources, Ranger College, 1100 College Circle, Ranger, TX 76470; email personnel@rangercollege.edu

College Home Page: www.rangercollege.edu

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