

Title: College Assistant (Tutor), Manhattan EOC

General Duties and Responsibilities

Under supervision, performs miscellaneous clerical, administrative, research or other work related to the operation of a College or other unit where such work is required on a part-time basis or for a period of limited duration.

There is one Assignment Level for this position. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.

Maximum tenure for any employee in this hourly position is 1040 hours per year.

Qualification Requirements

Must demonstrate sufficient skills to perform the duties of the assigned tasks.

General Work Tasks

- Performs routine clerical work; may answer and attend to telephone calls; maintain records, operate office machines (such as copier), sort and distribute mail, issue keys and identity cards, act as messenger, and perform related tasks as required.
- Types letters, memoranda, charts, and similar materials.
- Acts as cashier.
- Assists in statistical or research activities. May collect and compile data, code data for computer entry, perform data entry, and run computer reports.
- Performs clerical library work, such as sorting and shelving books, performing data entry into library systems, or binding books and periodicals.
- Assists in instructional programs, including tutoring and assisting students in areas such as reading and mathematics. May assist in speech and hearing therapy, provide musical accompaniment, and/or distribute and collect physical education equipment.
- Enters and maintains departmental records such as inventory control records, rosters, directories and schedules.
- May operate computers, computer software, and other electronic equipment in performing assigned tasks.

Minimum Qualifications:

- A minimum of 64 college credits required.
- Ability to communicate effectively individually and with groups, orally and in writing. Substantial knowledge of a particular subject matter.
- Computer proficient.
- Excellent communication skills as well as professionalism are required.
- Applicants must be able to demonstrate that they possess sufficient skills to perform the duties of the job to which they are assigned.

Preferred Qualifications:

- Bachelor's degree preferred
- Knowledge and familiarity with the High School Equivalency Exam, the GED® and the Test of Adult Basic Education (TABE) highly preferred
- Prior tutoring and/or teaching experience with adults is highly preferred.

Campus Specific Information

The Manhattan Educational Opportunity Center (Manhattan EOC) was established in 1966 by the State University of New York (SUNY) as the Urban Center in Manhattan, as a result of an act of the New York State Legislature. The MEOC has been funded by the State University of New York University Center for Academic and Workforce Development (SUNY-UCAWD) and administered by Borough of Manhattan Community College (BMCC) of the City University of New York during its entire history. The Manhattan EOC delivers student-centered academic and workforce development programs and serves as a gateway to access further education, career achievement, personal growth, and self-sufficiency for adult learners in the NYC area.

Tutors are supervised by the Director of Academic Affairs or their designee. The Manhattan EOC seeks staff members at all levels who are dedicated to improving the educational and career opportunities of adult learners in New York City.

The Manhattan EOC is located in Harlem on 125th Street. This is an in-person tutoring position at the Manhattan EOC. For additional information on the Center please review our website: <http://www.bmcc.cuny.edu/meoc>.

Tutors will:

- Have subject matter expertise in at least one subject area as listed: Reading, Writing, Math, Science and Social Studies (see job description for area of need for this position)
- Tutors needed in the following areas of GED® preparation and/or adult basic education: **reading, writing, and/or math**. When applying please indicate the academic area of experience or expertise from these subjects.
- Have experience tutoring adults seeking their high school equivalency diploma, adult basic education, or similar
- Be knowledgeable of HSE Attainment in New York State including the approved exam by the New York State Education Department (NYSED), the GED®
- Be attentive to individual student needs while able to work individually or in small groups
- Conduct one-on-one and/or small-group tutorials remotely or in-person
- Assess student needs

- Employ curriculum materials in response to student needs, and create handouts or share electronic resources, prompts, and assignments as needed
- Adapt to changing student needs, requests, opportunities, and challenges
- Motivate students to take advantage of tutoring services and other academic supports
- Keeps records, takes attendance, enters attendance into a data system, distribute forms, and collect forms, as requested
- Maintain confidentiality of student records, as appropriate

Compensation: Compensation is commensurate with level of education.

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| • under 64 credits (no college degree) | \$19.12 |
| • AA degree or 64 credits | \$19.16 |
| • Bachelor's degree | \$20.57 |
| • Master's degree | \$22.61 |
| • Doctorate degree | \$25.25 |

Tutors typically work 12-16 hours per week and no more than 19 hours per week.

The hours for this position are generally between 1pm and 5pm Monday – Thursday.

Please Note: Fingerprinting fee is required for all applicants.

To apply:

No calls or walk-ins please.

Please submit your resume and cover letter to:

Mr. Courtenay Mitchell at Academics@man.eoc.cuny.edu

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.