Tutoring Center Coordinator – Vernon

**Job Summary:** See [Job Description](#).

**Contract/Salary:** 12 month contract; salary $28,722 - $30,942 annually. Position is available September 1, 2017. This position is subject to criminal background check. Cover letter, resume and transcripts required in addition to application. Email to hdavid@vernoncollege.edu or fax to 940/553-1506. **Applications that are incomplete and/or missing documentation will not be considered.**

**Required Education:** A Bachelor’s degree in Math or Science. Master’s degree in Math or Science preferred.

**Required Experience:** Previous teaching or tutoring or working with college students/adults. Detail oriented. Strong teaching or tutoring pedagogy. Excellent communication skills; good computer skills; proficient in Excel in order to enter and organize data; working knowledge of WORD.

**Preferred Experience:** Previous experience coordinating tutor or tutoring.

**Closing Date:** Until filled

[Click here to apply.](#)

This is a security-sensitive position and is subject to a criminal history record. Criminal history records will be used only for the purpose of evaluating applicants for employment in security-sensitive positions. (Texas Government Code 411.094 & Texas Education Code 51.215)

Vernon College

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