



## **JOB OPPORTUNITIES IN THE ACADEMIC SUPPORT CENTER**

<b>Position:</b>	Instructional Advisor (tutor)
<b>Academic areas:</b>	Accounting; Sciences
<b>Status:</b>	part-time; flexible including evenings and Sundays
<b>Rate of pay:</b>	\$16.48 per hour

Tutor and help with specialized services in a manner consistent with the College mission and the mission of the Academic Support Center for Students with Learning Differences. To help students to develop study skills and to become their own self-advocates.

The **Instructional Advisor** must:

- Be able to relate well to individuals with learning differences and to a diverse student population.
- Tutor students on an individual basis in specific subject matter.
- Keep accurate records of all work with students.
- Help students with organizational skills and check student planners.
- Be knowledgeable about accommodations and modifications for students with learning differences
- Act as ambassadors of the ASC
- Administer tests

The qualified candidate will have a bachelor's degree and minimum one year experience in the related area of expertise. Master's degree preferred.

**PLEASE SUBMIT COVER LETTER AND RESUME TO: [CAREERS@NDC.EDU](mailto:CAREERS@NDC.EDU)**