

Team Leaders

DEPARTMENT: Institute for Educational Opportunities
 Employment Detail: Temporary, Full-Time June 15, 2017 – July 21, 2017
 Hiring Zone: \$9.25/Hour
 Closing Date: Applications received by April 24, 2017 will be guaranteed full review and consideration. Applications received after that date may be considered until an adequate applicant pool has been established.

DUTIES:

- Participate in program orientation.
- Assist in transporting students to and from program activities.
- Develop and maintain a helping relationship with 7-11 grade students.
- Provide supervision during non-classroom hours, particularly evenings.
- Provide tutoring and advising during daily study sessions.
- Provide shared supervision of students during mealtimes and recreation.
- Carry out corrective and disciplinary actions as required after consultation and approval from staff.
- Adhere to daily work schedule as assigned by the Director.
- Attend summer staff meetings.

REQUIRED QUALIFICATIONS:

- Junior standing or above and enrolled in college with evidence of good academic achievement
- Possess characteristics of responsibility, desire to help others, and flexibility
- Prior experience tutoring or working with teenage students
- Must be 21 years of age and possess valid driver's license
- Must not have a full-time day job, be planning to attend summer school, or have any prior commitments during contract dates

PREFERRED QUALIFICATIONS:

- Residential assistance experience
- Experience working with economically and educationally disadvantaged youth
- Prior supervisory experience
- Prior residential experience working with GEAR UP, or TRIO Programs
- Someone with background similar to that of participants (low-income and or first generation) as required by the grant

To apply, please submit the following items:

1) Letter of application, 2) Resume, 3) Name and contact information for 3 professional references

The items listed above should be sent or e-mailed to:

Montana Tech Human Resources, 1300 West Park Street, Butte, MT 59701

e-mail: HumanResources@mtech.edu Phone: 406-496-4380 Fax: 406-496-4387

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Any offer of employment is contingent upon a satisfactory criminal background check.