

REVISED



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: Review will begin May 10th and continue until position is filled

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:

- Enrolled in or completed college
- Possess characteristics of responsibility, desire to help others, and flexibility
- Prior experience tutoring or working with teenage students
- 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:

- Junior standing or above with evidence of good academic achievement
- 21 years of age or older
- 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

Montana Tech is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference. In support of the University's mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged. Montana Tech makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. In compliance with the Montana Veteran's Employment Preference Act, Montana Tech provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference please complete the employment (veteran's) preference form located on the employment page. To request an accommodation, contact Cathy Isakson 406-496-4380; cisakson@mtech.edu

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