



MARION MILITARY INSTITUTE

1101 Washington Street, Marion, Alabama 36756

POSITION: Professional Tutors

MINIMUM QUALIFICATIONS:

- Bachelor's degree in the tutorial discipline or significant coursework in the tutorial discipline
- Demonstrated competency in the subject in which they will provide tutorial services
- Approval from MMI instructor in tutorial discipline and/or the MMI Title III Project Director or Activities Director
- Effective communication skills
- Demonstrated dependability and punctuality

DESIRED QUALIFICATIONS:

- Master's degree in discipline tutored or a master's degree with 18 graduate hours in the relevant discipline
- Previous service as an instructor or teacher

ESSENTIAL DUTIES:

In addition to adhering to general policies and guidelines specified by the State Board of Education and the MMI Faculty/Staff Handbook, the successful candidate will also perform the following duties:

- Provide quality assistance in the appropriate subject in which they are tutoring

SALARY: State Salary Schedule L; **\$25.00 per hour.** This position is not eligible for any benefits above and beyond the hourly wage.

PROJECTED START DATE: As soon as possible

APPLICATION PROCEDURE:

1. A complete application package consists of:
 - MMI employment application (completed and signed)
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement].

MMI is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the State Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Marion Military Institute will make reasonable accommodations for qualified disabled applications or employees. The school reserves the right to withdraw this job announcement at any time prior to the awarding.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Marion Military Institute is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Payment for tutors is funded through federal Title III dollars. Specifically, 76% of the Title III project is funded with federal money which equates to \$1,920,804. Institutional funding for the project equates to \$607,275 or 24% of the total project.