

**Title:** Tutor, High School U Program (Business & Biology)

**Reports to:** Director of Programs and High School U Program Manager

**FLSA Status:** nonexempt

**Employment Status:** Part-time, up to 10 hours per week

**Hourly Rate:** \$16.00

**Work Location:** In-person – Assigned college campus and NLA office

**Program Dates:** September 26 – December 16

**Resume Submission:** [info@neighborhoodlearning.org](mailto:info@neighborhoodlearning.org)

**Residency Requirement:** Must live in Allegheny County, City of Pittsburgh preferred

**Offer Conditions:**

**Vaccination:** Must submit proof of COVID-19 vaccination

**Hiring:** Dependent on FBI, Child Abuse, Criminal Background, and mandated reporter training (This is provided by the organization)

**Work Schedule:** Saturday; Provide 2-4 hours of virtual office hours during the week

**Position Overview**

The High School University (HSU) program is designed to address systemic challenges for low-income students and students of color accessing college level courses and career work related experiences while in high school and monitoring students through their second year of college. The HSU programs provide high school students in the Pittsburgh region the opportunity to earn free college credits, participate in work related experiences, and receive college and career readiness support.

Under the supervision of the Director of Programs, the Tutors work with the Program Managers and college professors to design support materials and non-academic supports that will build student's academic understandings, skills, college readiness, and social-emotional intelligence.

Our work culture is collaborative, student-centered, and community forward. Neighborhood Learning Alliance is looking for a candidate that can teach multiple learning styles, possesses a growth mindset, effectively manages schedules, inspires students, and has strong grasp of subject matter,

**Essential Functions:**

- Ensure that the mission and core values of the Organization are put into practice
- Work effectively with the other tutors, program manager and professor
- Demonstrate academic competence in the subject area
- Review syllabus topics and assignments and plan study supports for students
- Assist students with homework, projects, test preparation, papers, research and other academic tasks
- Conduct practice tests to track progress, identify areas of improvement and help set goals for exam preparation
- Provide students positive and constructive feedback
- Offer feedback on progress to students' parents and teachers where appropriate
- Lead small groups of students in homework, essay writing and editing workshops, etc.



- Maintain a growth mindset toward student learning and teaching practice
- Other duties as assigned

**Qualifications:**

- Subject matter proficiency in the college course of interest
- Strong verbal and written communication skills to clearly explain challenging concepts, provide instructions, and deliver feedback
- Patience and compassion for students as they develop skills and improve their performance
- Ability to connect and interact with high school students from diverse populations
- Ability to take supervision and correction constructively
- Ability to positively supervise students
- Basic knowledge of database, excel spreadsheet, and word processing applications (Google platforms)
- Ability to troubleshoot and problem solve
- Ability to work independently and collaboratively
- Have reliable transportation or able to access college campus

**Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

The organization is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

