

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – www.stonechild.edu

EMPLOYMENT ANNOUNCEMENT:

Job Title:	TRIO Tutor
Opens:	October 9, 2025 – October 23, 2025
Supervisor:	TRIO Director
Classification:	Full time
Salary:	According to Grant Budget, depending on experience and education – Fringe Benefits

JOB SUMMARY:

Stone Child College is seeking a dedicated and knowledgeable Tutor to support our students in achieving academic success. The tutor will provide individual and small group instruction, focusing on enhancing students' understanding of course material, study skills, and overall confidence in learning.

JOB DUTIES:

- Assisting students with course material in subjects such as math, English, science other areas as needed
- Providing individual and group tutoring sessions
- Helping students develop effective study habits and learning strategies
- Communicating progress and concerns with faculty and staff when appropriate
- Maintaining a supportive and professional learning environment

KNOWLEDGE, SKILLS, AND ABILITIES:

- Associate degree required.
- Proven ability to work collaboratively in a team environment.
- Strong organizational and time management skills to handle multiple tasks and deadlines.
- Proven experience in administrative support and office management.
- Knowledge of human resource practices and principles.
- Excellent written and verbal communication skills.

HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- Letter of interest
- Current resume or CV
- Transcripts (unofficial may be used at time of application, but official will be required upon hiring)
- Three (3) professional letters of reference with contact information (current – one year or less)
- SCC application (<https://www.stonechild.edu/employment/>)

Via email to: Stone Child College Human Resources – hr@stonechild.edu Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.