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:	**February 19, 2026, to March 5, 2026**
Supervisor:	**TRIO Director**
Classification:	**Full-time**
Salary:	**According to Grant budget, depending on experience and education – Fringe Benefits**

JOB SUMMARY:

The TRIO Tutor provides academic support to students by reinforcing course content, developing study skills, and promoting independent learning. The tutor works collaboratively with students, faculty, and learning center staff to support success, retention, and confidence across a variety of subject areas.

JOB DUTIES:

- Provide one-on-one and small group tutoring in assigned subject areas.
- Assist students with understanding course concepts, assignments, and exam preparation.
- Support the development of effective study strategies, time management, and note-taking skills.
- Encourage critical thinking and independent problem solving rather than completing work for students.
- Maintain accurate records of tutoring sessions, attendance, and student progress.
- Communicate professionally with learning center staff and refer students to additional campus resources when appropriate.
- Always uphold academic integrity and confidentiality standards.
- Participate in required training, meetings, and professional development activities.
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Understanding of college-level academic expectations
- Ability to adapt tutoring approaches to individual learning styles
- Strong problem-solving and instructional skills
- Commitment to student success and educational equity

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: 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.*