



SINTE GLESKA UNIVERSITY

JOB ANNOUNCEMENT

Position: Online GED Tutor

Department: Adult Basic Education/GED

Supervisor: Director of Adult Basic Education **Contract:** Part-Time/32 hours a week

DUTIES INCLUDE:

The online GED Tutor will be directly responsible under the supervision of the Director of Adult Basic Education, or his/her designee, for the following Adult Basic Education/GED components:

- Establish a tutoring schedule in coordination with the Director of Adult Basic Education to meet the needs of adult learners enrolled in the online GED program
- Recruit inactive and new Adult Basic Education/GED clientele
- Verify student eligibility and conduct new student orientation/intake
- Provide tutoring services for adult learners in the four GED test subject areas
- Use computer-based registration/administration process for TABE and GED practice tests
- Maintain student files in accordance with department requirements
- Communicate with Director/GED Examine(s) regarding student GED testing needs
- Maintain strict confidentiality regarding all Adult Basic Education and GED student records and correspondence

This position is assigned to work at the Mission ABE office.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must be a self-starter and be able to work under own initiative with administrative direction
- Learn and utilize various instructional technology software programs and equipment
- Must be comfortable working with adults remotely through online platforms, as well as through live telephonic or video conferencing sessions
- Develop rapport easily with people and work effectively as part of a team
- Be on time and remain at workplace during scheduled times
- Show flexibility and adaptability in the performance of duties in order to respond to changing needs, situations, and personalities
- Must have reliable transportation and a valid driver's license

QUALIFICATIONS REQUIRED: A High school diploma/GED certificate (AA preferred) with college coursework in appropriate areas is required.

To apply submit a completed SGU job application with a copy of your HS diploma/GED Transcripts, verification of College Degree(s), certificates, Driver's license, Tribal ID or abstract, proof of COVID-19 vaccination to the HR Department. Applications are available on the SGU Website under job opportunities. **Open until filled.** For further information and position description contact Brenda I. Farmer, Acting HR Director in care of the SGU HR office at Antelope Lake campus. Administration Bldg. 605.856.8261. Brenda.Farmer@sinteglesk.edu. **Incomplete applications will not be considered.**