

**Student Support Specialist / Tutor Position (STEM Scholars)**

BridgeValley Community and Technical College invites applications for Student Support Specialist / Tutor for the STEM Scholars scholarship program:

**POSITION:** Temporary/ hourly position; two positions available, it is desired to have one position on each campus, Montgomery and South Charleston. At a minimum, one position covering both campuses will be filled.

**QUALIFICATIONS:** Candidates must have:

- Recent graduate or a current student of BridgeValley in good standing who has been enrolled with the Montgomery or South Charleston Campus for at least 2 semesters.
- A cumulative GPA of 3.0 or above is preferred.
- Good interpersonal and communications skills are required.
- Two Recommendations from a faculty member.
- Current Resume

**DUTIES/  
RESPONSIBILITIES:**

**Duties include:**

**Primary Activities**

- Contacting current students in the STEM Scholars program via e-mail and telephone regarding admissions/ registration, upcoming events related to student services and community service
- Assist in contacting prospective students interested in the STEM Scholars program and assist in data collection as needed.
- Develop knowledge of instructional academic program offerings related to the STEM Scholars scholarship program
- Assist Enrollment Services with on-campus recruiting efforts as related to the STEM Scholars program
- Act as a peer coach and/or tutor if applicable to STEM Scholars as needed, or assist in directing students to student services for tutoring options.

**Secondary Activities**

- Meet with other supervisory staff at scheduled meetings.
- Other duties as assigned by the supervisor.

**Maintenance Activities**

- Complete necessary personnel paperwork.
- Meet with supervisor for a training workshop prior to the beginning of each term.
- Work with the supervisor to select appropriate times and scheduling.
- Assist supervisor in the preparation of end-of-term reports and other reports as requested.
- Maintain a professional attitude about matters such as class standards, grades and student complaints.
- Model appropriate professional attitudes and behaviors to staff, students and others.

**TRAVEL:** This position may require travel to both campuses as needed. Assignment to one campus is ideal but cannot be guaranteed. A valid driver's license is required. Employment is subject to satisfactory results on background check.

**TO APPLY:** **Send a letter describing how your qualifications meet our requirements, resume, transcripts (we can access these for you), and two faculty recommendations to:**

Human Resources

BridgeValley Community & Technical College

2001 Union Carbide Drive

South Charleston, WV 25303

*Electronic application materials in the form of doc, docx, rtf, or pdf are preferred and may be sent to [HR@BridgeValley.edu](mailto:HR@BridgeValley.edu)*

**Student Support Specialist / Tutor Position (STEM Scholars)**

Employment is subject to satisfactory results on background check. If needed, copies of transcripts may be sent but originals must be available prior to hire.

If applicable, demonstration of teaching effectiveness will be part of the campus review process.

BridgeValley Community and Technical College is an equal opportunity, affirmative action institution that does not discriminate based on race, color, religion, sex national origin, age disability, or veteran status in its employment, programs, activities.

Please contact the Human Resources office at 304-205-6606 if you need assistance or reasonable accommodation in the hiring process.