

# Vacancy Announcement System (VAS)

## Position Vacancy Announcement Request

Date: November 12, 2009 Student Support Services  
 SUS  SUBR  SULC  SUAREC  SUNO  SUSLA

Application Deadline: December 12, 2009 Date position to be filled: December 20, 2009

Position Title: Study Skills Tutor

Salary (annual): \_\_\_\_\_ or Salary Range: \$23,000 to \$24,000

Please check all categories that apply to this position:

Status	Faculty Position	Unclassified Position	Classified Position
<input checked="" type="radio"/> Part-time <u>70</u> % of full time	<input type="radio"/> Temporary	<input type="radio"/> Administrative	<input type="radio"/> Probationary
<input type="radio"/> Full-time	<input type="radio"/> Tenure	<input type="radio"/> Temporary	<input type="radio"/> Job Appointment
	<input type="radio"/> Tenure Track (Probationary)	<input type="radio"/> Permanent	<input type="radio"/> Provisional Appointment
	<input type="radio"/> Grant	<input checked="" type="radio"/> Grant	
	<input type="radio"/> Contract	<input type="radio"/> Contract	

Contact Person: Linda D. Frederick Telephone No: (504) 286-5106

Contact Email Address: Lfrederick@suno.edu

Contact e-mail address is for:  Human Resources utilization only  Posting to VAS website

**Brief job description** [Maximum 5 lines @ 500 characters (including spaces) per line]:

The Study Skills Tutor will equip students in the Student Support Services Program with techniques on: developing good study skills, improving note-taking skills, managing time, improving reading and memorization, and becoming organized. The Study Skills Tutor will conduct academic assessments of participants, conduct individual and group study skills sessions and workshops, maintain documentation of student activities, submit monthly reports to Director, and perform other related duties as assigned.

**Minimal qualifications** [Maximum 4 lines @ 450 characters (including spaces) per line]:

Minimal qualifications include: Bachelor's degree in Reading or related field and at least three years of work experience as a professional tutor.

**Remarks** [Maximum 3 lines @ 300 characters (including spaces) per line]:

Please submit cover letter, resume', official transcripts, and three professional letters of reference to:

Southern University at New Orleans  
Student Support Services Department  
Attn: Linda D. Frederick  
6801 Press Drive, Building 20-A  
New Orleans, LA 70126

**AN EQUAL OPPORTUNITY EMPLOYER**