

Mesa Tutoring and Computing Centers (MT2C)

Job Description: Tutoring Program Support

The Mesa Tutoring and Computing Centers (MT2C) at San Diego Mesa College accepts applications on an ongoing basis for part-time MT2C Tutoring Program Support team members. These staff members provide direct customer service for students as well as clerical support for the MT2C program. This position is an excellent entry level opportunity for anyone interested in developing leadership skills and learning more about the field of community college education. We have a friendly, fun, caring, and diverse team. Please consider joining us!

Role of Program Support Staff:

- Provide warm, friendly customer service for students both online and in person
- Support the day-to-day operations of MT2C, such as assisting with the appointment system, data entry, outreach, special events, and other program functions
- Assist with other clerical and program development projects as assigned

Preferred Skills and Abilities:

- Kind, patient demeanor and superior customer service skills both online and in person
- Strong problem solving skills and ability to communicate well both orally and in writing
- Adaptability and flexibility in a fast-paced environment
- Ability to work well in a team environment
- Proficiency with office technology/software

More about the Position:

- Typical workload is 15-20 hours per week. We will consider fewer hours as/if necessary. 25 hours/week maximum. Hours are dependent upon program funding and need
- The majority of program functions occur Monday through Thursday, with special events and activities on select Fridays
- Position may include a combination of in-person/on-site and remote work
- This position starts at \$22.31 per hour
- To learn more about MT2C, please visit our website: www.sdmesa.edu/MT2C

How to Apply:

- Please fill out our Program Support Interest Form here: <https://forms.gle/1JiTwQ6LMJVUHKvy8>
- If you are selected for an interview, we will contact you at the email address that you provide in the Interest Form