



HOUSTON COMMUNITY COLLEGE

Dear Applicant,

Thank you for your interest in Tutoring with Houston Community College. Due to the large amount of applicants we receive and review daily, we ask that you please be patient with the hiring process. HCC recently implemented a new application software to better serve the applicant and the hiring manager in a timely manner.

Below are the part-time positions available: **Tutor I, Tutor II, Tutor III and Lab Assistant II**

Instructions on how to search and apply to a job:

- Go to www.hccs.edu
- Click on “**CAREERS@HCC**” (Top of screen)
- On the right-hand side in **GOLD** click “Search for a job” (You may have to create a profile before applying)
 - **Lab Assistant II**- Type **16001HR** in the “Keyword field box” and click 'Search'
 - **Tutor I** - If have **12-60** college credits completed. Type **16001HY** in the “Keyword field box” and click 'Search'
 - **Tutor II** - If you have over **60** college credits completed & 1+ years of Tutoring/Teaching Experience. Type **16001J3** in the “Keyword field box” and click 'Search'
 - **Tutor III** - If you have a **Master’s Degree (Degree Conferred)** & 3+ years of Tutoring/Teaching Experience. Type **16001J4** in the “Keyword field box” and click 'Search'
 - **Please note:** to become a Tutor III, you must meet our credentialing standards, which vary by subject

Then, click on the position title...**Tutor I, Tutor II, Tutor III or Lab Assistant II**

- Click “Apply for Job”. Follow the steps through to “Submit Application”
- You will receive a confirmation number. Keep it for your reference.

Next Step: It is IMPORTANT that you follow these instructions carefully....Scan and email the following **THREE** items (in **ONE** email, but as separate attachments) to the Manager or Director for the Campus you are interested in working at (contact information below). Please **DO NOT** email multiple managers.

1. *Copy of Official or Unofficial Transcripts for ALL Tutoring Positions*
2. *Letter of recommendation from Faculty, Chair, or Dean*

3. *Resume*

Include in your email:

- a. Official Name
- b. Telephone number
- c. Email address
- d. All the subjects you feel confident in tutoring
- e. How you learned about the position

Amanda Vork (Central Campus)

Amanda.vork@hccs.edu

Juanita Martinez (Eastside, Stafford, & Westloop)

Juanita.martinez@hccs.edu

Patrick Teoh (Alief, Katy, Northeast, Northline, North Forrest, Pinemont, & Spring Branch)

Patrick.teoh@hccs.edu

Then, please wait for us to call you. Please DO NOT email us more than once to follow up. ALL follow up emails go directly to Human Resources hcc.talent@hccs.edu

If you have questions about the application process contact Human Resources via email hcc.talent@hccs.edu or call 713-718-8565 to speak to a Senior HR Representative.

Sincerely,

Learning Center Management Team