

English Language Learner (ELL)/Writing Tutor (Part-Time)  
Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261941>

Downloaded On: Sep. 3, 2025 5:41pm

Posted Sep. 2, 2025, set to expire Dec. 27, 2025

<b>Job Title</b>	English Language Learner (ELL)/Writing Tutor (Part-Time)
<b>Department</b>	Tutoring Services
<b>Institution</b>	Northern Essex Community College Haverhill, Massachusetts
<b>Date Posted</b>	Sep. 2, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Part-Time/Temporary Staff
<b>Academic Field(s)</b>	Educational Services
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**Job Description**

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**English Language Learner (ELL)/Writing Tutor (Part-Time)**

**POSITION:**

**Part-Time English Language Learner (ELL)/Writing Tutor (Special Programs Coordinator):**

Tutoring Services; This position will work both in the Haverhill Campus (100 Elliott Street) and the Lawrence Campus (45 Franklin Street); MCCC/MTA Unit Professional Position; up to 18 hours/week, 10-month academic year only (8 weeks off for summer).

**SUMMARY:**

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Northern Essex Community College seeks to fill a part-time English Language Learner (ELL) and Writing Tutor. The successful candidate will serve students on both our Lawrence and Haverhill campuses. The tutor will work 18 hours per week during the fall and spring semesters, as well as a reduced schedule during the winter intersession and summer semesters for a total of ten months per year.

**SCHEDULE:** Tuesday through Thursday, 2:00 - 8:00pm); 10-month academic year only

### **RESPONSIBILITIES:**

Duties for this position include:

- Tutor students individually on reading/writing assignments as needed.
- Provide individual instruction in English grammar, writing, reading, conversation, and cultural context to adult English language learners.
- Support students to develop and meet academic goals.
- Record and report student progress.
- Collaborate with and support faculty and staff to promote suitable college-wide ELL support.
- Maintain contact with the Academic Coordinator.
- Keep informed about issues and developments within the Tutoring Center.
- Perform other duties as assigned.
- The Classification Specification is available at:  
<https://www.mass.edu/shared/classificationspecs/specsmccc/Special Programs Coordinator - HB 1112.doc>

### **Job Requirements:**

#### **MINIMUM QUALIFICATIONS:**

NOTE: Unless otherwise noted, all required qualifications must be met by date of hire.

- Bachelor's Degree in English, Composition, ELL or closely related field
- At least three years of experience tutoring or teaching in higher education.
- Experience supporting students via online virtual platforms.
- Familiar with MLA and APA writing styles.
- Experience working with English language learners.
- Effective communication and organizational skills.
- Must be comfortable using technology and computer systems.

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- Experience using EAB Navigate CRM platform
- Experience working with and supporting a culturally diverse population

**PREFERRED QUALIFICATIONS:**

- Experience working at a community college.
- Master's degree in English, Composition, ELL or closely related field.
- Bilingual (Spanish/English)

**EQUIVALENCY STATEMENT:** Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

**BACKGROUND CHECK:** Candidates will be required to pass a CORI and SORI check as a condition of employment.

**Additional Information:**

**SALARY:** \$35.31/hour, Non-benefited position. This position is eligible for all purpose paid leave hours in accordance with the MCCC CBA.

**ANTICIPATED START DATE:** ASAP

To apply, click [HERE](#)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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