

Job Title	Tutor (Math)
PVN ID	BM-2509-007018
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Manhattan EOC
Status	Part Time
Hourly Rate	\$20.00-\$25.00
Hour(s) a Week	9.00-12.00
Closing Date	Nov 15, 2025 (Or Until Filled)

General Description

The Manhattan EOC YouthBuild Project provides young people the opportunity to gain construction industry credentials while earning their High School Equivalency diploma.

The Manhattan EOC seeks up to 2 tutors in Math only for the New York State High School Equivalency Exam, the GED®, in the afternoon and/or early evening hours (generally speaking between 12pm and 5pm Monday - Thursday). This is a fully in-person position.

Tutors will:

- Be knowledgeable of HSE Attainment in New York State including the approved exam by the New York State Education Department (NYSED)
- Have subject matter expertise in the appropriate subject area
- Have experience tutoring young adults or adult learners seeking their high school equivalency diploma
- Be attentive to individual student needs while able to work individually or in small groups
- Conduct one-on-one and/or small-group tutorials in-person
- Assess student needs
- Employ curriculum materials in response to student needs, and create handouts or share electronic resources, prompts, and assignments as needed
- Adapt to changing student needs, requests, opportunities, and challenges
- Motivate students to take advantage of tutoring services and other academic supports
- Keeps records, take attendance, enter attendance into a data system, distribute forms, and collect forms
- Maintain confidentiality of student records, as appropriate
- Other duties as assigned

This tutoring position is located at the Manhattan Educational Opportunity Center, at 163 West 125th Street, New York, NY. While this is a fully in-person position, it may require some remote hours on a weekly basis. This is a grant funded position with support from the NYS Department of Labor. Continued employment in this position is contingent upon ongoing funding. This position provides tutoring at the Manhattan EOC including, but not limited to the duties listed above.

Learn more about the Manhattan EOC and YouthBuild on our websites using the links below.

<https://www.bmcc.cuny.edu/meoc/>

<https://www.bmcc.cuny.edu/meoc/programs/youthbuild/>

Other Duties

Qualifications

The ideal candidate will have the following core competencies and qualifications.

Qualifications:

- A minimum of 64 college credits required
- Ability to communicate effectively individually and with groups, orally and in writing
- Substantial knowledge of a particular subject specific matter
- Computer proficiency
- Able to work in the afternoons or early evenings

Preferred Qualifications:

- Prior tutoring and/or teaching experience is preferred; two-year's recent experience tutoring towards High School Equivalency exams is highly preferred
- A minimum of an Associate degree
- Background in adult education or youth-serving GED/HSE preparation

Please state what HSE subject(s) you are able to tutor in as a part of your application submission. Tutors needed immediately in Math ONLY. The anticipated start date is the end of September 2025 for the Fall 2025 semester. Resume review to begin immediately.

Salary is dependent on experience in tutoring, expertise in the subject matter, and level of college degree. Resumes to be reviewed immediately.