



Northwest-Shoals Community College

Academic Success Center Math Tutor

Position Announcement

STARTING DATE: On going

- QUALIFICATIONS:**
- ◆ Completion of MTH 112 required
 - ◆ Completion of MTH125 preferred
 - ◆ Associate's Degree and/or Bachelor's Degree preferred
 - ◆ Prior experience as a teacher or tutor preferred
 - ◆ Recommendation of math instructor

- ESSENTIAL FUNCTIONS:**
- ◆ Leading tutoring sessions in developmental and transfer track math courses
 - ◆ Providing individualized instruction in one-on-one and group setting
 - ◆ Communicating instructional material effectively to diverse student populations
 - ◆ Monitoring and recording participants' progress throughout the semester
 - ◆ Maintaining individual files and documentation for each tutee

SALARY: Position ranges from 1-19 hours per week (no benefits)
Hourly rates start at \$6.55; relevant credentials and experience will be considered.
Days and hours of employment may vary from semester to semester

- APPLICATION PROCEDURES:**
- A complete application packet consists of the following:**
- *a completed Northwest-Shoals Community College application form (2008),*
 - *a current resume, and*
 - *postsecondary transcripts (unofficial or official)*

Submit application packet to:

Northwest-Shoals Community College
Human Resources
P.O. Box 2545 (800 George Wallace Blvd)
Muscle Shoals, AL 35662
Telephone: (256) 331-5229 ● Fax: (256) 331-5459 ● Email: hr@nwsc.edu

CLOSING DATE: Applications will be accepted until all positions are filled.

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. If an applicant has a disability and requires accommodations, please notify the Office of Human Resources at (256) 331-5233.

Northwest-Shoals Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to awarding.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

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