



Posting Date: 1/11/2012
Closing Date: 1/31/2012

Northwest-Shoals Community College

ENGLISH LABORATORY TEACHING ASSISTANT

Shoals and Phil Campbell Campus

Position Announcement

STARTING DATE: **March 1, 2012**

QUALIFICATIONS:

- ◆ Bachelor's degree in English or English education or reading or reading education required
- ◆ Tutoring supervision and training experience preferred
- ◆ Teaching experience preferred
- ◆ Competent in Microsoft Office
- ◆ Knowledge of applications of instructional technology, learning assessment, and faculty and staff training preferred.

ESSENTIAL FUNCTIONS:

- ◆ Assist in planning, organizing, and instructing lab courses;
- ◆ Assist Learning Success Center Director in establishing and monitoring Center goals;
- ◆ Serve as "writing across the curriculum" tutor;
- ◆ Assist in planning, organizing, and conducting workshops for students;
- ◆ Collaborate with faculty to identify students who need tutoring;
- ◆ Assist the Learning Success Center Director and Manager in preparing publicity materials;
- ◆ Communicate with instructors about changes, improvements, and upgrades needed in the Center;
- ◆ Analyze Center data collected during the semester concerning grade analysis, student learning outcomes and other data that might be needed;
- ◆ Assist in conducting class evaluations and complete other college evaluations in accordance with college policy;
- ◆ Assist with registration and advising;
- ◆ Assist all lab classes according to an approved syllabus and to keep students informed concerning course content, requirements, evaluation procedures, and attendance requirements;
- ◆ Attend faculty meetings, college assemblies, professional development and orientation activities, and other meetings as required by the President, Vice-President of Instruction, and Center Director;
- ◆ Accommodate differing student learning styles in accordance with the Americans with Disabilities Act and the College's established ADA program;
- ◆ Become familiar with and comply with college policies and procedures;
- ◆ Serve on and provide information to college committees as needed; and
- ◆ Participate in program and curriculum review and development.

SALARY: Appropriate placement on State Salary Schedule C--3- A (\$33,612 - \$48,172)

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**APPLICATION
PROCEDURES:**

A complete application packet consist 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 should be received by no later than 4:00 p.m., Tuesday, January 31, 2012

Incomplete application packets and/or applications received after the deadline date will eliminate the possibility of an interview. The submission of all required application materials (an application packet) by the deadline date is the responsibility of the applicant.

Transcripts and letters of verification of prior work experience must be received by the deadline date!

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.