



Posting Date: November 6, 2018
Closing Date: November 20, 2018

Northwest-Shoals Community College

Math Specialist Student Support Services (Part-Time)

Position Announcement

STARTING DATE: **Approximately - December 2018**

QUALIFICATIONS:

- Bachelor's or Master's Degree in math or math education, **required.**
- Tutoring or teaching experience, **required.**
- Experience working with a diverse group of students, preferred.
- Knowledge of platform software such as MyMathLab, WebAssign, or Moodle, preferred.

(This is a grant-funded position. Continued employment is dependent on continued funding.)

**ESSENTIAL
FUNCTIONS:**

- Provide assistance in course material for students enrolled in upper level math courses, i.e., Math 110, 112, and above, including Calculus.
- Mentor and train tutors.
- Assist with the intake procedures for the tutoring lab.
- Maintain tutoring lab resources.
- Advise students with math sequences according to their education and career goals.
- Provide study skills, time management, and test taking instruction.
- Provide follow-up on students with extended absences from tutoring.
- Assist with collecting and maintaining data and information related to Student Support Services.
- Maintain accurate records and file timely reports.
- Communicate with the Director of Student Support Services about changes, improvements, and upgrades needed in the tutoring lab.

SALARY: Hourly rate \$16.00 - \$20.00 depending on education. (19 hours or less per week with **NO BENEFITS**)

**APPLICATION
PROCEDURES:**

A complete application packet consists of the following:

- *a completed Northwest-Shoals Community College application form,*
- *a current resume,*
- *postsecondary transcripts (unofficial or official), and*
- *written verification of tutoring or teaching experience as required under "Qualifications"*

*Verification of tutoring or teaching experience must be submitted from current or previous employer(s) and must be in **writing, signed, and on letterhead.** Letters must include beginning and ending dates of employment, position held, and indicate full-time or part-time.*

Submit application packet to:

Northwest-Shoals Community College
Office of 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 12:00 p.m., Tuesday, November 20, 2018.

Incomplete application packets will eliminate the possibility of an interview.

Application packets received after the deadline date (including transcripts and letters of verification of work experience) will eliminate the possibility of an interview.

The submission of all required application materials by the deadline date is the sole responsibility of the applicant.

Northwest-Shoals Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall 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. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.

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.

Northwest-Shoals Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.