



Posting Date: December 11, 2017

# Northwest-Shoals Community College

## *On-Site Academic Advisor/Tutor Upward Bound Math and Science (Grant Funded)*

Position Announcement

**STARTING DATE:** On going

**QUALIFICATIONS:**

- Experienced teaching high school students in STEM fields, **required**.
- Bachelor's degree **required**, master's degree preferred.
- Understanding of persons from disadvantaged backgrounds, **required**.

**ESSENTIAL FUNCTIONS:**

- Provide academic advising to program participants.
- Inform program participants on dual credit opportunities.
- Evaluate career interest inventories and assist students with career exploration.
- Assist participants with ACT preparation.
- Develop improved study skills.
- Provide tutoring to program participants.
- Develop a plan of action for any participant with a "C" or below in any class.
- Maintain accurate documentation on participant contacts, progress, and time and effort.
- Work closely with the Coordinator, Faculty Director, and the Academic Advisor to achieve program objectives

**SALARY:** Hourly rate \$13.00 - \$16.00 depending on education. (2 hours per week or less 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 experience teaching or working in a STEM field and understanding of persons form disadvantaged backgrounds as required under "Qualifications"*

*Verification of experience teaching or working in a STEM field and understanding of persons form disadvantaged backgrounds 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@nwscc.edu](mailto:hr@nwscc.edu)

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

*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.*

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***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.*