



Posting Date: January 30, 2019  
Closing Date: February 13, 2019

# Northwest-Shoals Community College

## *Adult Education Academic Associate*

*(Part-time, Grant-funded)*

Position Announcement

**STARTING DATE:**      **Approximately - March 2019**

- QUALIFICATIONS:**
- High School Diploma or GED, **required**.
  - Proficient in use of technology, preferred.
  - Prior work experience with diverse populations, preferred.
  - Tutoring experience, preferred.

- ESSENTIAL FUNCTIONS:**
- Follows the directions of the classroom teacher or program director and works as an effective member of the instructional team to ensure the success of all students.
  - Carries out preparation of instructional materials.
  - Monitors and observes student behaviors and shares observations with the teacher.
  - Assists teacher in providing individual support for students and in checking for understanding of instructional materials.
  - Assist the teacher in extending learners' knowledge and competency using technology to aid learning.
  - Organizes, uses, and maintains supplies, materials and equipment.
  - Understands community resources and discusses possible referrals with the teacher.
  - Assist the teacher with completing reports and maintaining student files.
  - Tutor students in independent study modules for high school equivalency, WorkKeys, and college and career readiness.
  - Establish positive rapport and supportive relationship with students.
  - Administer pre- and post-tests on students to measure skills improvement and success.
  - Assist students in preparing resumes.
  - Understands and uses the AAESAP data system.
  - Perform other job-related duties as assigned.

**SALARY:**                      Hourly rate \$7.25 - \$10.00 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, (original signature required)*
  - *a current resume.*

**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 should be received by no later than 4:00 p.m., Wednesday, February 13, 2019.**

*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.*