



Posting Date: December 3, 2018

# Northwest-Shoals Community College

## *MTH 098 Mentor (Part-Time)*

Position Announcement

**STARTING DATE:** On going

**QUALIFICATIONS:**

- Successful completion of MTH 100 with an A or B, **required**.
- Experience with Pearson's *MyMathLab* software, preferred.
- Experience in tutoring math, preferred.

**ESSENTIAL FUNCTIONS:**

- Attend training session for Mentors on designated day.
- Listen closely to the Instructor's lesson at the beginning of each class.
- Link to the My Math Lab course and work through the homework assignments.
- Assist students during each MTH 098 within the class using the methods presented in the lesson.
- Answer students' questions and provide information concerning various support services offered at the college; assist with other general questions relating to the college.
- Schedule and provide tutoring sessions with students outside of the class.
- Help to cultivate a rich learning environment, safe atmosphere for students' questions, and a culture of respect among the learning community.
- Complete other duties as assigned and needed by instructor such as maintaining the cleanliness of the classroom.
- Assist students with minor technology troubleshooting.
- Attend each class meeting and perform tutoring regularly.

**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,*
- *a current resume, and*
- *postsecondary transcripts (unofficial or official).*

**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.*

***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.