



Northwest-Shoals Community College

Upward Bound Math and Science Program

Summer Component Jobs

(Muscle Shoals Campus)

(part-time temporary positions)

STARTING DATE: **On-going**

DESCRIPTION: Upward Bound Math and Science, a pre-collegiate academic program for first generation and limited income high school students with academic potential, is hiring for the 2018 Summer Program. The Upward Bound Math and Science Program at Northwest-Shoals Community College is funded by the U.S. Department of Education.

6-WEEK STEM CAMP—Upward Bound Math and Science students will receive:

1. Instruction in language arts, foreign language, math, & science
2. Exposure to enrichment activities designed to promote personal and social growth
3. Advising in the areas of educational & career opportunities

**SUMMER
COMPONENT
ASSISTANTS:**

Positions available include: Program Assistants and Instructors

- ♦ Located at the Muscle Shoals Campus
- ♦ Some college experience **preferred**
- ♦ Valid Driver's License **required**
- ♦ Experience in working with a diverse population, including special skills in dealing with persons from disadvantaged backgrounds **preferred**
- ♦ Duties may include, but are not limited to: Assist with daily functions of the STEM camp; provide tutoring and advising to individuals and groups of students; to promote educational aspiration and performance; chaperone cultural trips; and assist with promoting a community of mutual respect and trust
- ♦ Salary range: **\$8-\$20** (based on education, experience, and hours needed)

**SUMMER
COMPONENT
INSTRUCTORS:**

- ♦ Located at the Muscle Shoals Campus
- ♦ Teaching experience **required**
- ♦ Duties may include, but are not limited to: Provide tutoring; assist with Program classes as well as daily functions of the Summer Component; chaperone cultural trips; and assist with promoting a community of mutual respect and trust
- ♦ Chaperoning activities
- ♦ Salary range: **\$800 – \$1,800** (based on education, experience, and hours needed)

**SUMMER
COMPONENT BUS
DRIVERS:**

- ♦ Located at the Muscle Shoals Campus
- ♦ Valid Driver's License and CDL **required**
- ♦ Duties may include, but are not limited to: transporting participants from high schools to the Muscle Shoals campus and driving for field trips
- ♦ Salary range: **\$50 – \$2,100** (based on education, experience, and hours needed)

**APPLICATION
PROCEDURES:**

A complete application packet consists of the following:

- *a completed Northwest-Shoals Community College application form,*
- *postsecondary transcripts (unofficial or official) if applicable,*
- *a current resume, and*
- *Valid Driver's License and/or CDL if applicable.*

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

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

Incomplete application packets 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.