



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

POSITION: Student Support Services Professional Tutor Open 05/27/14
Close: ongoing

APPROXIMATE STARTING DATE: As Needed

QUALIFICATIONS:

Minimum of a Bachelor's Degree for each subject area to tutor **required**. A Masters Degree **preferred**. Three (3) years teaching experience **required**. Experience working in a college setting **preferred**. Experience working with students of disadvantaged backgrounds is **preferred**. Effective oral and written communication skills **required**. Computer proficiency preferred.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

An understanding of and a commitment to the philosophy and mission of the two-year college.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Student Support Services Director, the Student Support Services Lab Coordinator, the President, and the State Board of Education, responsibilities will include the following:

1. Tutor in subject area by various methods which include but are not limited to individual and group tutoring.
2. Maintain and submit all required records and reports by due dates. This includes maintenance of accurate Tutor Contact Log and time sheets.
3. Assist in the evaluation and development of the labs.
4. Research for implementing state-of-the-art tutorial activities.
5. Promote the maximum use of the labs' resources.
6. Assist in the development and implementation of tutor training program.
7. Assist in coordinating learning activities which include but are not limited to workshops and study groups.
8. Work well with others and show respect to all college constituents.
9. Perform other job related duties as assigned by SSS Director, SSS Lab Coordinator, or the President.

SALARY: Tutors are paid at an hourly rate. This is a part-time, non-tenure position.

APPLICATION PROCEDURE:

WCCS is an equal opportunity employer and complies with the American with Disability Act. WCCS will make reasonable accommodations for disabled applicants or employees. Any applicant needing special assistance in the application process should request such assistance when requesting the application form. Applications forms are available from and should be returned to:

Human Resources Office
Wallace Community College Selma
P.O. Box 2530
Selma, Alabama 36702-2530
Phone (334) 876-9234, or 876-9227
Fax (334) 876-9250
Website: www.wccs.edu

APPLICATION DEADLINE:

Application forms are available online at www.wccs.edu. A complete application package consisting of a WCCS application, a current resume', a copy of transcript(s) verifying required degree or certification, work experience verification **in writing** from current or previous the employer confirming the experience stated in the "Qualification" section. Verification should be printed on company letterhead, include dates of employment and position title(s). A complete application package is the responsibility of the applicant.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a minimum nonrefundable \$13 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Wallace Community College Selma is an equal opportunity employer and complies with the American with Disabilities Act. WCCS will make reasonable accommodations for disabled applicants or employees. . It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall on the ground of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity, or employment. Wallace Community College reserves the right to withdraw this job announcement at any time prior to the awarding.