



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

**POSITION:** Talent Search Tutors and Part-time Instructors

Open: 05/27/14

Closed: Ongoing

**APPROXIMATE STARTING DATE:** As Needed

### **QUALIFICATIONS:**

Minimum of a Bachelor's Degree in Math, English, Science, Career Exploration, or Computer Information Systems **required**. Master's Degree in either of these fields **preferred**. Two years teaching experience **required**. Experience working with low-income and potential first-generation college students from ethnic minority groups **preferred**. Computer literacy preferred.

### **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Effective oral and written communication skills.*

*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 Talent Search Director, Dean of Students, the President, and the State Board of Education, responsibilities will include the following:*

1. Assist advisor with developing individualized educational plans for Talent Search participants.
2. Teach academic refresher courses during a five-week summer program.
3. Provide academic tutoring to program participants after school with hours no less than two hours per week by professional teachers at the target schools in Dallas County and Perry County.
4. Work well with others and show respect to all college constituents.
5. Perform other job related duties as assigned by Talent Search Director, Dean of Students, or the President.

**SALARY:** Tutors are paid at an hourly rate.

**Summer camp instructors are paid according to an agreed contract.** These are part-time, non-tenure positions.

### **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](http://www.wccs.edu)

### **APPLICATION DEADLINE:**

Application forms are available online at [www.wccs.edu](http://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.