



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

POSITION: Writing Center Peer Tutor (Part-time)

Open: 05/27/14

Close: Ongoing

APPROXIMATE STARTING DATE: As Needed

QUALIFICATIONS:

Presently enrolled as a WCCS student is **required**. A minimum of a 3.0 GPA, and a minimum of an A in English 101 or 102 are **required**. Computer literacy is **preferred**. Effective oral and written communication skills and collaboration skills are **required**.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

An understanding of and a commitment to the philosophy and mission of the two-year college. Ability to handle multiple tasks and various situations in a professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Write Now! Director, Write Now! Coordinator, the Dean of Instruction, the President, and the State Board of Education, responsibilities will include the following:

1. Assist students with writing through individual tutoring and/or small group sessions.
2. Assist in coordinating learning activities, which include workshops and study groups.
3. Assist with creating writing handouts, surveys, and other materials.
4. Attend scheduled tutor training and other professional development activities.
5. Maintain confidential student records.
6. Schedule appointments and help with other job-related duties as assigned by Writing Center Staff.

SALARY: Tutors are paid at an hourly rate of \$7.25. These are part-time, non-tenure track 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. Application 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.