



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

Intent to Employ Part-Time

POSITION

College Professional Tutor(s)

Posting Date:

2/25/2021

Closing Date:

Ongoing

POSITION AVAILABLE

As Needed

REQUIRED QUALIFICATIONS

- Minimum of a Bachelor's Degree (for each subject area to tutor) from a regionally accredited institution
- Three (3) years teaching experience
- Effective oral and written communication skills **required**.

PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System
- Masters Degree from a regionally accredited institution
- Experience working in a college setting
- Experience working with students of disadvantaged backgrounds
- Computer proficiency preferred.

SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Salary Schedule L:

DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Department Chairperson/Coordinator, the Dean of Students, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Tutor in subject area by various methods which include but are not limited to individual and group tutoring.
- Maintain and submit all required records and reports by due dates. This includes maintenance of accurate Tutor Contact Log and time sheets.
- Assist in the evaluation and development of the labs.
- Research for implementing state-of-the-art tutorial activities.
- Promote the maximum use of the labs' resources.
- Assist in the development and implementation of tutor training program.
- Assist in coordinating learning activities which include but are not limited to workshops and study groups.
- Work well with others and show respect to all college constituents.
- Perform other duties as may be assigned by the Department Chairperson, the Dean of Instruction, or the President.

APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds 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. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at www.wccs.edu and should be returned to:

Human Resources Department
Wallace Community College Selma
3000 Earl Goodwin Parkway
P.O. Box 2530
Selma, AL 36702-2530
Phone: 334-876-9319, 876-9338
Fax: 334-876-9334
Website: www.wccs.edu

Or submit application packet to employmentpacket@wccs.edu. Please add your name to the subject line of the email.

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If work verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

Please Note: If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

APPLICATION DEADLINE

All application information must be received in the **Human Resources Office**. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.