



WALLACE STATE HANCEVILLE

Vacancy Announcement

POSITION: Part-time Tutors/Lab Assistants/ Library Assistants

MINIMUM QUALIFICATIONS: Educational qualifications are dependent on the content for which services are required. All tutors and assistants must have prior experience (educational or experiential) in the specialty for which services are required. Tutors and Assistants may be required to possess valid and current certifications or licenses in the teaching field.

RESPONSIBILITIES: The duties and responsibilities of this position include the following:

- Demonstrate and maintain a high level of competence and expertise in the teaching field or subject area
- Facilitate student learning utilizing a variety of learning options to meet individual student needs
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress
- Provide for effective evaluation and assessment of the learning experience of each student in accordance with College policy
- Demonstrate effective interpersonal skills; both written and oral; and work ethic (i.e., preparation and punctuality)
- Regularly engage in professional learning activities and actively seek information about developing trends and ideas
- Post and maintain regular office hours in accordance with policy
- Perform other duties as assigned by the Department Head, Division Dean or President

APPLICATION DEADLINE: Complete application files will be accepted by the Human Resources Department on a continuous basis and remain active for available positions. Available positions are contingent upon enrollment and the instructional needs of the College.

APPLICATION PROCEDURE: A complete application packet must include a WSCC employment application, cover letter, resume, college transcripts (unofficial accepted), three (3) up-to-date professional letters of reference, three references with addresses and phone numbers. Incomplete or delinquent packets will not be considered.

RETURN PACKETS TO: Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256.352.8029

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, 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. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.