



Central Alabama Community College

Position Vacancy Announcement

Posting Date: September 28, 2017

CONTINUOUS POSTING

POSITION:

Part Time Student Support Services Peer Tutor (this position not to exceed 19 hours per week)

Position Location:

(Alexander City Campus and Childersburg Campus)

**POSITION
SUMMARY:**

The peer tutor is responsible for tutoring students in the selected subject area of Math. This position reports to the Student Support Services Director.

This is a temporary, grant-funded, and probationary status position. Continued employment is dependent on continued funding.

**MINIMUM
QUALIFICATIONS:**

1. High school diploma or equivalent with a grade point average of 3.0 or higher is **required**.
2. Demonstrated skill in subject area is **required**.
3. Completion of at least one (1) year of college with 30 credit hours and overall grade point average of 3.00 at an accredited institution of higher education is **required**.
4. Positive referral/recommendation from a college or high school subject matter instructor is **required**.
5. Excellent planning, communication and interpersonal skills is **required**.
6. Good academic and student conduct standing is **required**.
7. Ability to relate to individuals from diverse backgrounds and be sensitive to the needs of students is **required**.

**ESSENTIAL DUTIES
AND
RESPONSIBILITIES:**

1. Adheres to the policies, rules, and standards of Central Alabama Community College, the Alabama Community College System, accrediting agencies and federal regulatory bodies.
2. Prepares required reports as required by Central Alabama Community College, the Alabama Community College System, and other regulatory agencies.
3. Ensures institutional compliance with the Family Educational Rights and Privacy Act (FERPA).
4. Submits student services and TRIO forms and data in timely manner as directed.
5. Tutors students in the selected subject area.
6. Meets with participants on a regularly scheduled basis to instruct, tutor, and/or mentor as assigned.
7. Provides assistance to improve overall study skills in general and specific areas.
8. Designs and implements developmental/tutorial programs to students.
9. Consults with participant's instructors to plan strategies for improving performance.
10. Consults with faculty, campus coordinators, and/or Director to give feedback on participants' progress.
11. Demonstrates an attitude of conscientiousness and sensitivity to the needs of the participants.
12. Assists with the management of the appropriate lab facility.

13. Relays student needs or programming concerns to the Director or other administrative staff.
14. Maintains careful records of activities, tutoring sessions, and student progress.
15. Maintains strict confidentiality of all student information, material, and discussions shared in the tutoring relationship.
16. Develops a good understanding and knowledge of college services, supports, and resources.
17. Attends and complete tutor training and professional development sessions required.
18. Performs other duties as assigned that pertain to the position.

SALARY:

Local Salary Schedule - \$10.40 per hour (not to exceed 19 hours per week)

**APPLICATION
PROCEDURE:**

Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for the position. It is the sole responsibility of the applicant to ensure the application is complete and all required documentation is attached with submission. Applications are available at www.cacc.edu. Direct access to Human Resource is 256-378-2011.

A complete application packet consists of the following:

1. CACC Application for Employment (original form must be completed in entirety).
2. Current resume.
3. College transcript (official copy must be submitted in **sealed** envelope from college of attendance).
4. Letter of recommendation from an educational institution instructor as outlined in minimum qualifications section of posting.

Application and supporting documentation should be mailed to:

**Human Resources
Central Alabama Community College
34091 U S Highway 280
Childersburg, AL 35044**

Incomplete application packets and/or application packets received will eliminate the possibility of an interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Applicants who are scheduled for an interview may receive or review the Essential Functions for the position at the personal interview. Any applicant may request a copy of the Essential Functions for the position prior to the interview appointment. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations, when contacted for the interview. The College reserves the right not to fill the position in the event of budgetary or operational constraints.

ANTICIPATED

STARTING DATE:

As needed.

Central Alabama Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Central Alabama Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an

employee's eligibility to work in the United States as required by the Department of Homeland Security.

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 non-refundable fee of \$17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Central Alabama Community College reserves the right to withdraw this job announcement at any time prior to the awarding the position.