



INTENT TO EMPLOY

Position: Educational Talent Search Tutor Coordinator

Minimum Qualifications:

1. Bachelor's Degree in Education with the familiarity of basic middle school subject areas.
2. Certified Teacher in Alabama preferred.
3. Experience tutoring secondary school students preferred.
4. Understanding of educational needs of socially, economically, and educationally deprived populations preferred.

Job Functions:

1. Assign responsibilities for each tutor at the site.
2. Conduct group and individual tutorial sessions as needed.
3. Attend all tutorial training and orientation sessions.
4. Administer or interpret academic assessments for all tutorial participants.
5. Process participant applications and tutorial needs assessments.
6. Notify Educational Program Coordinator and target school Guidance Counselor if discipline problems are encountered.
7. Maintain records of tutorial sessions.
8. Evaluate participants on a quarterly basis.
9. Assist Educational Program Coordinator in conducting study skills workshops.
10. Perform other duties as required to achieve program goals and objectives.
11. Report directly to Educational Program Coordinator assigned to the site.

Salary: Salary is based on 19 hours per week. Hourly rate is \$14.98.

Application Procedure: Submit application materials to Human Resources, Room 104 GWH.

1. A completed Jefferson State Community College application specific to this position
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.

Incomplete application packets will eliminate the possibility of an interview. Jefferson State Community College employment applications are available at www.jeffstateonline.com and from:

Human Resources Office
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720

It is the official policy of the Alabama Department of Postsecondary Education and Jefferson State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, 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. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding.

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. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

EQUAL OPPORTUNITY EMPLOYER