



INTENT TO EMPLOY

Position: Educational Talent Search Tutor Aide

Minimum Qualifications:

1. College student with a minimum of 2.5 GPA and “B” average in subject to be tutored or high school junior or senior with a minimum of 3.0 GPA and “A” average in subject to be tutored.
2. Understanding of educational needs of socially, economically, and educationally deprived populations, preferred.

Job Functions:

1. Conduct group and individual tutorial sessions as assigned by the tutor site coordinator or Educational Programs Coordinator.
2. Be supportive of participants’ academic endeavors.
3. Attend all tutorial training and orientation sessions.
4. Maintain records of participant academic progress.
5. Assist participants with study skill development.
6. Report all behavioral problems to site supervisors.
7. Perform other duties as required to achieve program goals and objectives.
8. Report to Site Supervisor and Educational Programs Coordinator assigned to the site.

Salary: Salary is based on 19 hours per week. Hourly rate is \$7.49.

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. Proof of education.

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