



INTENT TO EMPLOY

Position: Tutor/Lab Assistant for Reading

Minimum Qualifications:

1. Bachelor's degree in their particular discipline or related field or the equivalent in professional experience and the appropriate licenses, registrations, and certification(s) for the position.

Job Functions:

1. Responsible for tutoring in the Reading Laboratory.
2. Provide tutoring in one or more disciplines, i.e. reading.
3. Provide reading skills assistance utilizing multi media equipment.
4. Assist in designing reading curriculum content for individual students in the Reading Laboratory.
5. Provide tutoring in computer applications.
6. Assist in enrolling students into appropriate software programs in the Reading Laboratory.
7. Follow institutional policies and procedures and fulfill the terms of one's employment.

Salary: Salary is based on 19 hours per week. Hourly rate is \$14.00

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