

**POSITION ANNOUNCEMENT**

**English Instructional Aide (PT)**

Albany Technical College seeks a part-time English instructional aide. Under general supervision, the instructional aide will provide individualized or small group academic coaching and tutoring to students in the areas of English and reading comprehension. Instructional aides work with students to improve academic achievement by meeting with them on a regular basis to clarify subject matter. Other assistance might include: assisting with the writing assignments and the revision of essays and research papers, providing remediation for the Accuplacer exam, assisting with class assignments, discussing the text, and helping student improve study and organization skills. The English instructional aide must demonstrate excellent oral and written communication skills.

**Minimum Qualifications**: The candidate MUST possess a Bachelor’s degree in English.

**Preferred Qualifications**: The candidate MUST possess a Master’s degree \*OR\* have completed 18 semester hours in English at the graduate level from an accredited college or university. Tutoring or teaching experience at the secondary and/or post-secondary level.

**Physical Demands:** Work is typically performed in a classroom with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. The ability to speak clearly may be required. The ability to hear and understand at a normal conversational level may be required.

**Salary/Benefits:** This is a part-time position and does not include benefits; work hours will not exceed 29 per week. Salary is commensurate with education and work experience. Work schedule may include tutoring students in online courses.

**Application Deadline:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office [hr@albanytech.edu](mailto:hr@albanytech.edu). All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you***

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| **Title IX Coordinator:**  Kathy Skates, Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards-Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |