

**POSITION ANNOUNCEMENT**

English Instructional Aide (Part-time)

Albany Technical College seeks a part-time 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: writing, grammar, and mechanics. Instructional aides should work with students to improve academic achievement by meeting with them on a regular basis to clarify subject matter. Other assistance might include: reviewing class material, discussing the text, improving study skills, or improving organization skills. The instructor must demonstrate excellent communication skills.

**Minimum Qualifications**: The candidate must possess a Bachelor’s degree in English or a related field.

**Preferred Qualifications**: 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 online courses, as assigned.

**Application Deadline:** Position will remain open until filled.All application packets MUST be completed via the Online Job Center at [www.albanytech.edu](http://www.albanytech.edu); please click on Albany Tech Employment. As a part of the application process, interested candidates shall be required to upload other documents including: a cover letter addressing qualifications, and a resume with complete work history including the names, addresses and phone numbers of professional (work-related) references, copies of unofficial transcripts from colleges/universities and any related training certificates (see job center listing for more details). Incomplete submissions will not be considered. For more information regarding this position or application instructions, please contact the Human Resources Office at [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, 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 |