**Leveraging Education for Advancement Program (LEAP) Mentor/Tutor**

Albany Technical College is seeking a part-time mentor/tutor for the Leveraging Education for Advancement Program (LEAP). The LEAP program is an Inclusive Post-Secondary Education (IPSE) option for students with intellectual disabilities. The LEAP program serves individuals ages eighteen (18) and up. There are about 200 IPSE programs at various universities in the USA and Canada ([www.thinkcollege.net](http://www.thinkcollege.net)). Under general supervision, the mentor/tutor in collaboration with the LEAP staff, provides education and/or training for the “Business Office Assistant Certificate” to technical college students with an intellectual disability; maintains an effective learning environment; evaluates students' progress according to the required skills evaluation requirements; documents weekly progress of student’s person centered planning; and possesses the ability to identify and address social skills & other adult living needs of students. He/she will develop and maintain relationships with LEAP staff and off campus partners, and strive to contribute to the overall success of the Program and its students. He/she must be organized, possess excellent verbal and written communication skills, and be proficient in Microsoft Office. He/she must be a team player, and continuously display the patience needed to serve this population of disabled individuals. The LEAP Mentor/Tutor should have good oral and written communication skills.

**Minimum Qualifications**: The candidate MUST possess a Bachelor of Science, Bachelor of Arts or Associates degree in Education, Rehabilitation Counseling, Disability Services or related areas\*OR\* are working towards such credential \*AND\* have previous experience working with individuals with intellectual or developmental disabilities.

**Preferred Qualifications**: The candidate MUST possess a Bachelor of Science or a Bachelor of Arts degree in Education, Rehabilitation Counseling, Disability Services or related area \*AND\* have two (2) years of experience at the secondary and/or post-secondary level working with students with intellectual or developmental disabilities.

**Physical Demands:** Work is typically performed in an office or around the campus with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. Hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** This is a part-time position and does not include insurance benefits; work hours will not exceed twenty (20) hours per week and is compensated on an hourly basis.

**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 at 229-430-6597. 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:**Dorene Aquino, HR Coordinator 1704 South Slappey Blvd.Albany, GA 31701229.430. 6597 | **Equal Opportunity Officer:**Lola K. Edwards, Office of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |