

Job Title	INSTRUCTIONAL SUPPORT SPECIALIST, MATH
Department	SUCCESS CENTER
Reports To	STUDENT SUCCESS COORDINATOR

EMPLOYMENT TERMS:

<i>Part-time (Grant Funded); Augusta campus 19.5 hours weekly (Schedule varies between 8:00am-6:00pm (Monday-Thursday) and between 8:00am-3:00pm (Friday)).</i>
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QUALIFICATIONS:

Education	Bachelor’s degree from a regionally accredited institution is required. A Master’s degree is preferred.
Experience	A minimum of one year of relevant teaching experience in the subject of Math is desired.
Desirable Skills	Organization skills with keen attention to details, effective communication skills and good computer skills.

PRIMARY DUTIES:

<ul style="list-style-type: none"> ▪ Provide academic support to students by adhering to strategic learning methods and by addressing students’ immediate educational concerns. ▪ Understanding of the adult learner, varied learning styles and differentiating instruction ▪ Monitor and document each student’s progress. ▪ Utilize equipment in the Success Center to track student utilization of center’s services. ▪ Perform other duties as assigned.
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APPLICATION DEADLINE: Until filled

Applications are submitted on-line only at www.augustatech.edu .
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TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. Official transcripts must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu .

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required. <i>(Conducted by Augusta Technical College)</i>
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CONTACT

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

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