

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

EMPLOYMENT TERMS:

Part-time (Grant Funded)

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 area is desired.
Desirable Skills	Organization skills with keen attention to details. Effective communication skills.

PRIMARY DUTIES:

- 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.

APPLICATION DEADLINE: Until filled

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

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 emailed to srouse@augustatech.edu.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required

CONTACT

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

SALARY

Hourly

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