

**Position Announcement**

## Science Support Center Tutor Part-time

Columbus Technical College is seeking an individual to serve as a Part-time Tutor in our Student Science Support Center. This individual will also be responsible for tutoring the adult and/or student learner or a small group of learners in various areas of science depending on the course of study.

**Responsibilities:**

* Provide one-on-one tutoring and assistance to students served by the Science Support Center
* Maintain honest and accurate records while tracking the progress of students who use the center
* Perform other duties as necessary.

**Competencies:**

* Skill in the operation of computers and job-related software programs
* Oral and written communication skills
* Skill in interpersonal relations and in dealing with the public
* Decision making and problem solving skills

**Minimum Qualifications**

* A Technical College Student with completion of Human Anatomy and Physiology I and II Courses with B or better B or better

**Preferred Qualifications**

* Bachelor of Science Degree in Biology is preferred
* Completion of Human Anatomy and Physiology I and II Courses with a grade of B or better is preferred.

**Salary/Benefits**

Salary is commensurate with education and experience.

**Application Deadline**

This position is available until filled. Applicants must submit a Columbus Technical College employment application online at [www.columbustech.edu](http://www.columbustech.edu) CTC Employment, and upload a cover letter, resume and transcripts at time of application (Incomplete submissions will not be considered). **Background check is required.**

**Employment Policy**

The Technical College System of Georgia and its constituent Technical Colleges do 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, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Patricia Hood, Executive Director of Human Resources and Title IX and Section 504 Coordinator, 928 Manchester Expressway, Columbus, GA 31904 or 706-649-1883.