



## **Computer Information Systems Tutor Part Time Whitfield-Murray Campus**

### **Job Summary:**

Georgia Northwestern Technical College is accepting applications for a part time Computer Information Systems tutoring positions on the Whitfield-Murray Campus. This position may be required to travel to other campuses to meet operational requirements. This position reports to the coordinator of Academic Support and Tutorial Services.

### **Duties/Responsibilities:**

- Tutors student(s) at GNTC in subjects applicable
- Meets with student(s) on an established basis in a GNTC Academic Success Center lab, classroom, or other GNTC site convenient to both tutor and student(s);
- Assigns manageable tasks and provides positive feedback;
- Finds and prepares appropriate teaching materials that suit the student(s)' ability, goals, and interests;
- Discusses student(s) progress with appropriate staff;
- Carefully listens to student(s) and offers encouragement and support;
- Maintains a positive, warm attitude that encourages the student(s) to learn;
- Provides oral and written reports as required;
- Performs basic administrative duties to support the daily operations of the tutoring program; and
- Performs other duties as assigned.

### **Competencies:**

- Ability to work with students with a range of academic abilities;
- 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; and
- Decision making and problem-solving skills.

### **Required Qualifications:**

The successful candidate will have an Associate's degree from an accredited college or university, documented successful completion of degree level college Computer Information Systems courses with a grade of B or better, ability to understand and follow instructors precisely, computer skills including MS Office 365/2019 Suite and Windows 10, and a working knowledge of networking basics, program design, and SQL. The candidate should also be able to demonstrate the ability to be flexible in working conditions, schedule, excellent organizational, communication, management, and interpersonal skills.

**Preferred Qualifications:**

The successful candidate will have a Bachelor's degree or higher in Computer Information Systems, tutoring and/or teaching experience, and experience with online learning management systems.

**Physical Demands:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary: \$17.00/hr****Benefits:**

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401k & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employer's Retirement System of Georgia.

**Application Deadline:** Open until filled.

**Application Process:**

All application packets MUST be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

**A Unit of the Technical College System of Georgia****Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, [ebarksdale@gntc.edu](mailto:ebarksdale@gntc.edu).