

**Job Announcement**

**Position:**  Biology Tutor – Part time

**Location:** Douglas

**Department:** Academic Affairs

**Reports to:** Academic Support Services

**FLSA Designation:** Non-exempt

**Nature of Duties:** Assists students who need additional clarification pertaining to Biology (Anatomy and Physiology). Assists in maintaining an effective learning environment. Tutors and assists students individually and in groups in a learning environment. Complete an online timesheet to track student attendance.

**Minimum Qualifications:**

Bachelor’s degree in Biology or related discipline.

Demonstrates ability and experience in the subject of Biology.

**Preferred Qualifications:**

Master’s Degree in Biology or related teaching discipline

Demonstrated ability to interact effectively with a diverse student population.

Strong computer, communication, and interpersonal skills.

Recent teaching experience.

Directly related field experience.

Online learning and teaching experience.

Teaching experience at the postsecondary level.

**Schedule:** Various hours Monday – Thursday. 8-10 hours per week based on semester schedule.

**Salary/Benefits:** $18/hr. No benefits

**Method of Application:** Interested candidates must complete the electronic application process prior to the closing date at [www.westgatech.edu](http://www.westgatech.edu). *Unofficial Transcripts, resume, and proof of applicable certifications\licensure are required for consideration.* *Official transcripts and prior employment verification required within 30 days of hire for continuous employment.*

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.