

**POSITION ANNOUNCEMENT**

**Instructional Aide for Reading, English Math (PT)**

Albany Technical College seeks a part-time instructional aide. Under general supervision, the instructional aide will provide individualized or small group academic coaching and tutoring to students in the areas of reading, English, and/or mathematics and college algebra. Instructional aides will work with students to improve academic achievement by meeting with them on a regular basis to clarify subject matter. Other assistance might include: reviewing class material, discussing the text, improving study skills, or improving organization skills. The instructor must demonstrate excellent communication, written, and verbal skills.

**Minimum Qualifications**: The candidate MUST possess a Bachelor’s degree in English, math, reading, education, or a related field.

**Preferred Qualifications**: The candidate MUST possess a Master’s degree in English, math, reading, education, or master’s degree in a related field with 18 graduate semester hours/30 quarter hours in English, math, reading, or education from an accredited college or university or the equivalent. Tutoring or teaching experience at the secondary and/or post-secondary level.

**Physical Demands:** Work will be performed virtually AND in a classroom with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. Hand and finger motion may be used for data entry purposes.

**Salary/Benefits:** This is a part-time position and does not include benefits; work hours will not exceed 29 per week. Salary is commensurate with education and work experience. Work schedule may include online courses, as assigned.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office [hr@albanytech.edu](mailto:hr@albanytech.edu). All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does 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, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you***

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| **Title IX Coordinator:**  Kathy Skates, Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards-Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |