

**Science Tutor (PT)**

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of Science Tutor for the TEAS Prep Workshops that are hosted by the **Mental, Academic, and Physical Preparedness (M.A.P.P.) Grant**. He/she will report directly to the Project Director, as well as work with the Allied Health Advisor, and be responsible for tutoring students, answering Science related questions, and providing additional resources to students that will enable them to be successful when taking the TEAS exam. This position will work directly with students in an online class setting, i.e. WebEx, to help prepare potential Nursing and Radiology students to take the TEAS exam. The Science Tutor should have strong interpersonal and communication skills, and be able to work with diverse populations. He/she should have an excellent level of responsibility, reliability, punctuality and exert appropriate and professional behavior.

**Minimum Qualifications**: The candidate MUST possess a Master’s Degree in Science OR a Master’s Degree in a related field and have eighteen (18) graduate semester hours in the tutoring discipline from an accredited College or University.

**Preferred Qualifications**: The candidate MUST possess a Master’s Degree in Science and two (2) years of tutoring experience.

**Physical Demands:** Work may be performed in a office with intermittent sitting or walking in various settings. The employee may occasionally lift or move objects of light to medium weight. Hand and finger motion may be required for data entry purposes.

**Salary:**  **Salary/Benefits:** This is a part-time position and does not include insurance 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:** All application packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx>

please click on Albany Tech Employment. As a part of the application process, interested candidates shall be required to upload other documents including: a cover letter addressing qualifications, and a resume with complete work history including the names, addresses and phone numbers of professional (work-related) references, copies of unofficial transcripts from colleges/universities and any related training certificates (see job center listing for more details). Incomplete submissions will not be considered. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. 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, 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 Administration1704 South Slappey Blvd.Albany, GA 31701229.430.3524 | **Equal Opportunity Officer:**Lola K. Edwards, Office of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |