



**Mathematics Tutor
Part Time
Floyd County Campus**

Job Summary:

Georgia Northwestern Technical College (GNTC) is seeking qualified applicants for the part time position of Mathematics Tutor to be located on the Floyd County Campus. This position will report to the Coordinator of Academic Support (Tutorial Services). Tutor scheduling will be based on enrollment and activity of the individual campus tutoring lab, and days/times may vary. Applicants should specify in letter of application on which other GNTC campus(es) they are also willing to work, and what schedule they are willing to work, mornings or afternoons.

Note: Applicants chosen for an interview will first be given an exam that will measure basic algebra skills. Applicants will be expected to pass the exam with a minimum score of 80 percent in order to move forward in the interview process.

Minimum Qualifications:

Associate degree from an accredited college or university. Ability to interpret and translate college-level classes. Documented successful completion of degree level college mathematics courses with a grade of B or better, including College Algebra, Statistics, and Pre-Calculus. Ability to understand and follow instructors precisely. Excellent organizational, communication, management, and interpersonal skills. Ability to be flexible in working conditions and schedule. Possess basic computer knowledge.

Preferred Qualifications:

Bachelor's degree or higher in Mathematics. Tutoring and/or teaching experience. Computer skills, including MS Office 365/2019 and Windows 10/11.

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 per hour

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, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

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/. 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.