**ACADEMIC TUTOR ENGLISH**

**(PART TIME)**

**ENGLISH TUTOR - HENRY CAMPUS**

**MINIMUM QUALIFICATIONS:**

Current technical college student with an overall GPA of 3.0 and a minimum GPA of 3.0 in the subject area to be tutored \*or\* outside applicant that demonstrates the ability and experience in the subject field.

**PREFERRED QUALIFICATIONS:**

A Bachelor’s degree in English from a regionally accredited college or university. Understanding of student learning strategies. Teaching or tutoring experience. Excellent written and verbal communication skills and basic computer skills. Experience with Blackboard a plus.

**RESPONSIBILITIES**:

Under general supervision, develops tutoring materials, goals, and objectives; evaluates students’ progress in attaining goals and objectives; prepares and maintains all required documentation and administrative reports; tutors students individually or in groups. Trains students in general learning strategies. Maintains a positive attitude that encourages the student(s) to learn. Tutor will report directly to the Coordinator of Tutoring and Mentoring.

**SALARY:**

This is a part-time position without insurance benefits; work hours will not exceed 29 per week. Hourly rate is commensurate with education and work experience.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation.  Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770) 229-3454.

Applicantsscheduled for interviews will be notified of the status of the position. The candidate selected for this position must successfully complete a criminal background investigation and motor vehicle screening.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.