



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Tutor - Mathematics (full-time; grant-funded through 9/30/2022)

Campus Location: Augusta Campus

Salary: \$9.50

Application Deadline: Open until the position is filled

JOB SUMMARY

The Tutor is responsible for tutoring the adult and/or student learner or a small group of learners at Augusta Technical College.

MAJOR DUTIES

- Tutors student(s) in Mathematics.
- Meets with student(s) on an established basis in the success center or classroom site convenient to both tutor and student(s).
- Assigns manageable tasks and provides positive feedback.
- Finds and prepares appropriate teaching materials that suit the student(s)' ability, goals, and interests.
- Discusses student(s) progress with appropriate staff.
- Carefully listens to student(s) and offers encouragement and support.
- Maintains a positive, warm attitude that encourages the student(s) to learn.
- Provides oral and written reports as required.
- Performs basic administrative duties to support the daily operations of the tutoring program.

MINIMUM QUALIFICATIONS

- HS Diploma or Equivalent.

- Persons must have earned a grade of “B” or higher in MATH 1012 – Foundations of Mathematics and/or MATH 1111 – College Algebra (or comparable coursework) **OR** achieve a grade of 80 or above on a college developed Mathematics assessment.

PREFERRED QUALIFICATIONS

- Familiarity with tutoring and /or supplemental instruction.
- Experience working with a diverse population with varying language skills and experiences.

COMPETENCIES

- Good interpersonal skills and the ability to work well with others.
- Effective communication skills.
- Good decision-making and problem solving skills.
- Working knowledge of common operating systems (Windows 8 and 10) and software applications (Microsoft Office Suite).

APPLICATION DEADLINE: The position will remain open until filled. All application packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). 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. 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. **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.**

A Unit of the Technical College System of Georgia

Equal Employment Opportunity Statement

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.