

Jefferson Davis Community College

POSITION VACANCY ANNOUNCEMENT

POSITION:	Part-Time Math Lab Assistant (Atmore Campus)
DESCRIPTION OF COLLEGE:	Jefferson Davis Community College is a public comprehensive community college located in Brewton and Atmore, Alabama.
QUALIFICATIONS:	<ol style="list-style-type: none">1. An associate's degree with a minimum grade of "B" in the math course to be tutored; or demonstrated knowledge and proficiency in math skills and concepts as it relates to specific level math course required. Bachelor's degree in math or math-related field of study preferred.2. Able to demonstrate knowledge of subject by taking a qualifying test on MyMath Lab.3. Good verbal communication skills are required.4. Demonstrated ability to work cooperatively with others is required.5. Good reading and writing skills are required.6. Willingness to work one to two evenings per week.
DESIRED PROFILE:	Preference will be given to candidates who can demonstrate through their experiences and accomplishments: <ol style="list-style-type: none">1. Success at overcoming barriers similar to those confronting the underprepared students.2. Understanding of and commitment to the philosophy and mission of a comprehensive community college;3. Respect for individuals of different genders, religions, ethnic backgrounds, abilities, and opinions.
DESCRIPTION:	<p>The lab assistant will assist instructors and students in the lab instructional classroom/Math Success Center. Knowledge of developmental math (math essentials, introductory and intermediate algebra) is essential. Major objectives are to tutor students and provide support for the Math Success Center in daily management and data collection processes for the Quality Enhancement Plan (QEP). Duties will include to:</p> <ul style="list-style-type: none">• Assist in all phases of management of the Math Success Center (computer lab), and the QEP• Supervise the Math Success Center• Assist students in the Math Success Center• Provide support for all developmental math faculty• Assure all equipment in labs is operable and available for each and every student• Collection and preservation of student records, information, and related data and materials for instructors, math labs, and QEP• Performs other duties and responsibilities as required.
SALARY:	\$10 to \$12 per hour
APPLICATION PROCEDURE:	<p>Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for this position. An application packet consists of :</p> <ul style="list-style-type: none">• A completed JDCC application;• A current resume;• College transcripts (unofficial or official); and,• Three letters of recommendation, one from a current or former supervisor which verifies required experience.

Send application packet to:

Office of Administration and Personnel
Jefferson Davis Community College
P. O. Box 958
Brewton, AL 36427-0958

**APPLICATION
CLOSING DATE:**

July 30, 2010

**ANTICIPATED
STARTING DATE:**

August 9, 2010

**OTHER
INFORMATION:**

Jefferson Davis Community College is an equal opportunity employer.

It is the official policy of the Alabama State Board of Education and Jefferson Davis Community College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of or be submitted to discrimination under any program activity, or employment.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.