



Martin Community College

Office of Human Resource

1161 Kehukee Park Road

Williamston, NC 27892

personnel@martincc.edu

www.martincc.edu/employmentopportunities

An Equal Opportunity Employer

Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Position Vacancy Announcement: Basic Skills Instructor, Part-Time (Bertie Campus)

Position:	Basic Skills Instructor, Part-Time (Bertie Campus)
Job Summary:	To provide basic skills instruction to students through lecture, demonstration, exercises, handouts, responding to questions and testing at the main campus or other Martin Community College locations; and to advise and counsel students.
Qualifications:	Required: <ul style="list-style-type: none">• Bachelor's degree from an accredited college or university with major course work in education or a topic related to the assigned area of instruction• One or more years of experience in an instructional setting as a tutor or teacher
Essential Job Functions:	<ul style="list-style-type: none">• Provide basic skills instruction to students including general math, algebra, geometry, English, spelling, reading, writing, science, history and geography; prepare lesson plans and schedule activities; develop and prepare supplemental materials to enhance textbook lessons• Develop and prepare tests to evaluate student performance; grade and record individual scores• Counsel and advise students; administer a variety of tests; assist with the development of realistic goals and objectives; conduct evaluation sessions and testing for students; determine interests and appropriate schedule and classes to fit student needs• Participate in curriculum and course development, evaluation and change; attend faculty meetings as required• Prepare, maintain and update a variety of confidential student files including progress reports, counseling activities and follow-up strategies• Maintain accurate records of student attendance and performance; maintain other records and data bases according to program needs or accreditation requirements• Participate in the compilation, composition, preparation and distribution of all program reports including quarterly reports
Anticipated Hiring Range:	\$19.70 – 25.27; based on education level and experience
Additional Information:	Position will be located at Bertie Campus in Windsor, NC Class runs on Tuesday and Thursday evenings from 6pm – 9pm
Benefits:	NONE
FLSA Status:	Non-Exempt (Hourly)
Application Deadline:	Start Date: June 4, 2019 Application materials due no later than May 16, 2019

SUBMISSION OF APPLICATION:

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (<http://www.martincc.edu/employmentopportunities>)
- Copy of college transcripts (originals will be required if offer of employment is extended)
- Resume and cover letter (not accepted in lieu of application)

Application materials may be submitted via email to: personnel@martincc.edu with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892