

EDUCATION SUPPORT SPECIALIST III
(Working Title: Math Central Laboratory Tutor)
*****WAGE/HOURLY*****

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 17,500 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated nearly 340,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants for the position of Math Central Laboratory Tutor, Pay Band 4. This position will be assigned to Parham Road Campus, 1651 E. Parham Road, with work assignments college-wide.

TYPE OF APPOINTMENT:	Part-time hourly position without state benefits. Wage employees are restricted to working approximately 29 hours per week, not to exceed 1,500 hours annually.
DUTIES:	The Math Central Laboratory Tutor will assist students in Math Central with accessing tutorials, completing homework assignments, tutoring, advising and mentoring, and serve as an embedded tutor in the classroom. The required hours of this position must be flexible between 9 a.m. - 8 p.m., Monday through Thursday, and 9 a.m. - 1 p.m. on Fridays and Saturdays. Shifts may include 1- 6 hours daily, 2- 5 days per week; 10-29 total hours per week, not to exceed 29 hours per week.
QUALIFICATIONS REQUIRED:	Working knowledge of Microsoft Word, Excel, Access, Outlook, and the internet. Demonstrated ability to work with a diverse group of students; and in the use of online educational resources. Ability to work a flexible schedule that may include evening and weekend hours; and the ability to work at all campus locations. High school graduate and an associate's degree in progress or equivalent education. Recent successful completion of college-level coursework through calculus with a minimal grade of 'B'. The selected candidate must be able to pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED:	Bachelor's degree in mathematics or math education or a related field from a regionally accredited college or university is preferred. Math teaching and/or tutorial experience at the high school or two-year college level; and experience working with developmental mathematics students at the community college level is preferred. Experience using student information systems (PeopleSoft). Familiarity with Pearson's MyMathLab or similar educational software is also preferred.
STARTING SALARY:	Approximate starting hourly rate, \$15.68 per hour, based on related experience and pre-employment salary.
APPLICATION DEADLINE:	Applications will be accepted through May 12, 2017.
APPLICATION PROCESS:	To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website https://virginiajobs.peopleadmin.com .
CONTACT INFORMATION:	J. Sargeant Reynolds Math Central Email: mathcentral@reynolds.edu Phone: 804-523-5538

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.