

English & Reading Specialist

Reports to: Director of STARS Project Student Support Services

Classification: Full-time, 12-month employee

Pay Status: Regular, exempt, Management Support

Benefits: Full, 12-month fringe benefits per Board Policy

Starting Salary range: \$28,500-\$34,600

Revised: Aug. 8, 2019

Purpose of Position: This full-time position reports to the Director of the STARS Student Support Services Project and is responsible for tutoring and academic advising of project participants. Duties include, but are not limited to:

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Provide academic tutoring with emphasis in English and reading to project participants;
4. Recruit and manage peer and professional tutors for the project;
5. Provide tutor recruits with appropriate training each semester;
6. Plan and provide workshops on various topics related to study and test taking skills, personal management, college success, and others;
7. Arrange for and take participants on cultural events;
8. Assist STARS Team in planning and providing workshops on various subjects and cultural events;
9. Provide information on STARS/SSS services to the institutional community and service area;
10. Work with a caseload of participants to complete Initial Interviews, develop Individual Student Plans (ISPs), provide mentoring, advise and assist in college course selection;
11. Use Blumen and Jenzabar EX systems to monitor participant progress;
12. Perform other duties as assigned by the STARS Project Director.

Education and Experience

Bachelor's Degree (Master's Preferred) in English, literature or related field of study; experience working with disadvantaged populations such as first generation college students, low income, and persons with disabilities AND two year experience with duties listed above, requiring initiative and judgment. Valid driver's license required.

Working Conditions

1. Normal office working environment.
2. Ability to provide quality customer service.
3. Ability to drive a 12 passenger van day or night.
4. Ability to sit in an office chair for long periods while operating a personal computer is required.
5. Ability to reach and work over head on an occasional basis is required.
6. Occasional lifting of up to 10-20 pounds from the floor to waist height is required.
7. Ability to communicate well with staff and participants.
8. Some travel during normal working hours and some evenings and weekends is required.
9. Occasional overtime will be required.

Application:

Please submit a letter of application, resume with names and phone numbers of five references, unofficial transcripts, and NCCC employment application to:

Human Resources Director, English & Reading Specialist, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/careers.

Review of applications begins upon receipt.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>