



**Housatonic Community College**

**Instructional Support Specialist for Mathematics**  
Full-time, Tenure-track

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Housatonic Community College, Bridgeport, CT

**Starting Salary:** \$53,774 approximate annual, plus excellent medical, retirement and related fringe benefits.

**Closing Date:** Application materials must be **RECEIVED** on or before **March 3, 2016**.

**Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**Anticipated Start Date:** Spring 2016

**Minimum Qualifications:** Bachelor's degree in Mathematics and 2 to 5 years of experience in providing instructional support in Mathematics **OR** Master's in Mathematics or Mathematics Education and 1 to 3 years of experience.

In addition, the incumbent is required to have demonstrated advanced knowledge and abilities in the following areas:

- professional competence in the assigned subject discipline;
- understanding of principles and concepts of the assigned academic discipline;
- skills in tutoring and basic instruction in mathematics, particularly in computer-assisted learning instruction;
- experience with students from diverse backgrounds;
- skills for developing and presenting workshops related to academic achievement and success;
- academic and practical instruction techniques and methodology within a laboratory or classroom environment;
- student assessment and evaluation;
- strong information technology literacy skills;
- effective oral and written communications; and
- ability to create and foster a welcoming and supportive environment for student learning.

**General Responsibilities:** Under the direction of the Coordinator of the Center for Academic Progress and the Director of Academic Support Center, the Instructional Support Specialist provides non-credit instructional, tutorial, and advising services to students, one-on-one, in small groups, and in a workshop setting. The incumbent provides both classroom lecture and "hands-on" instruction in a specific learning unit, center, or classroom in particular in Mathematics Laboratory (computer-assisted) settings. This position is accountable for providing assistance to students in assigned academic areas through effective performance in these essential functional areas: intensive workshop instruction for students needing remediation and transitional strategies; supplemental instruction/embedded support assistance for faculty and students within a laboratory and classroom setting; assistance to other center staff in data collection and input; and tutorial and advising assistance to students.

In addition to the responsibilities listed above, the Instructional Support Specialist is required to attend and participate at convocation and commencement ceremonies; serve on assigned committees and task forces; attend and participate at committee, staff, informational, and professional meetings. The incumbent has substantial collaborative relationships with faculty and staff as well as coaching relationships with students, and is expected to represent the College in a positive manner and to keep current in the position's required fields of professional expertise and competencies. In addition, s/he is required at all times to maintain complete confidentiality of student records and other information of a confidential nature. **Variable work hours including evenings and weekends.**

**Application Instructions:** Submit a **letter of interest, current resume, completed (typed) [ConnSCU Board of Regents Employment Application](#)**\* to:

**INCOMPLETE  
APPLICATION MATERIALS  
WILL NOT BE ACCEPTED.**

Human Resources Department  
Instructional Support Specialist for Mathematics Search  
Housatonic Community College  
900 Lafayette Boulevard  
Bridgeport, CT 06604, or

**NO FAXES PLEASE**

E-mail: [ho-humanresources@hcc.commnet.edu](mailto:ho-humanresources@hcc.commnet.edu) (8 PAGES OR LESS)

\*Available online in [MS Word](#) and [PDF](#) format. (Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

**All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check.**

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Theresa Eisenbach, Director of Human Resources/Equal Employment Opportunity Officer, 900 Lafayette Boulevard, Bridgeport, CT 06604, (203) 332-5013.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.