MIDDLESEX COMMUNITY COLLEGE
ANNOUNCEMENT OF POSITION OPENING
11 month, Tenure-Track Position

POSITION: **Instructional Support Specialist for English**
(Community College Professional 17)

ANTICIPATED STARTING DATE: January 2014

MINIMUM QUALIFICATIONS:
Bachelor's degree in English and two-five years' experience in providing instructional support in English or Master's and 0-3 years' experience. Community college experience preferred. In addition, incumbents are 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 English; academic and practical instruction techniques and methodology; student assessment and evaluation; strong information technology literacy skills; effective oral and written communications.

RESPONSIBILITIES:
The Instructional Support Specialist provides noncredit instructional and tutorial services to students, one on one, in small groups, and in a workshop setting at Middlesex Community College. The incumbent provides both classroom lecture and "hands-on" instruction in a specific learning unit, center, or classroom. The Instructional Support Specialist is accountable for providing assistance to faculty and 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 classroom setting; tutorial assistance to students.

In addition to the accountabilities listed above, the Instructional support Specialist is required to carry out the essential duties of: Attendance and participation at convocation and commencement ceremonies; service on assigned committees and task forces; attendance and participation at committee, staff, informational and professional meetings as well as discipline-specific division meetings. All of these may involve attendance at evening or weekend events. The position works under the direction of Humanities Division Chair and has substantial collaborative relationships with faculty and staff as well as coaching relationships with the students. The incumbent is expected to represent the College in a positive manner and to maintain currency in the position's required fields of professional expertise and competencies. In addition, the incumbent is required at all times to maintain complete confidentiality of student records and other information of a confidential nature.

MINIMUM SALARY: $50,146.00 plus excellent medical insurance, retirement and related fringe benefits

APPLICATION PROCEDURE: Send letter of intent, resume, Board of Regents application , transcripts, and names of three references to:

Human Resources & Labor Relations
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
or e-mail at MX-HR-Recruitment@mxcc.edu or fax: (860) 343-5870

APPLICATION DEADLINE: November 29, 2013

MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.