

POSITION:

INSTRUCTIONAL SUPPORT SPECIALIST FOR MATHEMATICS (2 openings)

Community College Professional 16
Full-time, 12-Month, Tenure-Track Position

ANTICIPATED START DATE:

Spring 2015

MINIMUM QUALIFICATIONS:

Bachelor's degree in Mathematics or Education and 2-5 years of experience in providing instructional support in Mathematics **OR** Master's in Mathematics or Mathematics Education and 1-3 years of experience. Must demonstrate advanced knowledge and abilities in the following areas: understanding of principles and concepts of the assigned academic discipline; skills in tutoring and basic Math instruction, particularly in computer-assisted learning instruction; experience with high-risk 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 the demonstrated ability to create and foster a welcoming and supportive environment for student learning.

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.

PREFERRED QUALIFICATION(S):

Community College experience.

RESPONSIBILITIES:

The Instructional Support Specialist works under the direction of the CAP Coordinator and is accountable for providing assistance to students in assigned academic areas. The responsibilities includes: providing non-credit instructional, tutorial, and advising services to students needing remediation and transitional strategies, in a one-on-one, small group, and workshop setting; providing both lecture and "hands-on" instruction and supplemental instruction/embedded support assistance for faculty and students within a laboratory (computer-assisted) and classroom setting; assisting other center staff in data collection and input. The incumbent is required to attend and participate at convocation and commencement ceremonies; serve on assigned committees and task forces; attend and participate in committee, staff, informational, and professional meetings. **Variable work hours including evenings and weekends.**

STARTING SALARY:

\$52,208.00 approximate annual salary with full benefits package

TO APPLY:

Submit a **letter of interest, current resume and 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@housatonic.edu (**8 PAGES OR LESS**)

APPLICATION DEADLINE:

Application materials must be **RECEIVED** on or before **JANUARY 17, 2015**.

*Available online at http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx.

(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.)

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 person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Eisenbach, Equal Employment Opportunity Officer
900 Lafayette Boulevard
Bridgeport, CT 06604
(203) 332-5013

900 LAFAYETTE BOULEVARD, BRIDGEPORT, CT 06604-4704 203/332-5000