



Williamsburg Technical College

601 Martin Luther King Jr. Avenue, Kingstree, South Carolina 29556-4197
Phone: 843.355.4110 or 800.768.2021 FAX: 843.355.4296 Website: www.wiltech.edu

NOTICE OF JOB OPENING

MathTutor Student Success Center

Department: Academic Affairs Position # 523201
Opening Date: March 6, 2018 Closing Date: Continuous

Summary of Essential Functions:

Under limited supervision, assists the Director of Student Success Center by providing academic assistance in Mathematics to students by conducting one-on-one or group tutorials. Math tutoring activities include, but are not limited to: assistance in one-on-one tutoring and utilizing MyMathLab with the basic math and beginning algebra skills, intermediate algebra, college algebra, and statistics. Tutors also facilitate activities that assist students to improve skills in practical life mathematical computations and facilitate student understanding and appreciation for elementary arithmetic.

Preferred Qualifications:

Associates degree or higher with prior tutoring experience a plus. The successful candidate needs to have significant academic coursework in the career and technology areas of math, science, technical writing, accounting, and computer skills. Needs to demonstrate an aptitude for tutoring and be adept at working with other staff members. Must possess excellent communication skills. A copy of college transcripts is required when applying.

Type of Position: Part time /Grant Funded

Application Procedure:

Persons interested in this opportunity should submit a SC State Government application to include current and previous work history and education. A resume may be attached, but not substituted for completing work history and education sections of the application or to determine if an applicant has met the minimum qualifications and additional requirements for the position. Persons should submit their SC State Government application to:

Williamsburg Technical College
Attn Human Resources
601 MLK Jr Ave
Kingstree SC 29556
Or via email at strongj@wiltech.edu