
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Developmental Mathematics Lab Assistant (Part Time)

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC is undergoing major changes as it prepares for the future. It has adopted a new vision: To be recognized as the premier rural community college in North Carolina; and a new mission statement: To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas. To achieve its mission and move towards its vision, SCC is focused on its performance in student success, workforce development, enrollment, employee performance, facilities, resource acquisition & use and community services.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Minimum Requirements for the Position

1. An associate degree from a regionally accredited institution.
2. Successful completion (grade of A or B) of college-level Precalculus Algebra or higher mathematics course.
3. Ability to pass a standardized mathematics assessment administered by the college.
3. Exceptional interpersonal and communication skills.
5. Ability to use technology to assist students with class-related activities.
6. Willingness to work in the day, evening, on Saturday, or at unconventional times, as necessary.
7. Commitment to the community college "open door" philosophy and the comprehensive community college concept.

Primary Function of the Position

Under the supervision of a developmental mathematics instructor, the purpose of the position is to provide individualized assistance to students who are enrolled in a lab-based developmental mathematics course. Employees in this position also assist the instructor in completing administrative tasks related to the course such as attendance and record keeping.

Excellent references from previous employers must be furnished upon request.

A completed Southeastern Community College application form, a resume, letter of interest and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Applications will be accepted until position is filled.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310. www.sccnc.edu

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