Job Title: Student Success Center (SSC) Lab Assistant/Math Tutor Middle and Upper Keys Centers

GENERAL DESCRIPTION:
The SSC Lab Assistant/Math Tutor at FKCC is a part-time, position responsible for performing a variety of instructional support activities including administering assessments and providing tutoring in developmental mathematics courses. Work is performed under the supervision of the Assistant Director, Student Success Services.

ESSENTIAL JOB DUTIES:
1. Tutors students in developmental mathematics courses offered at FKCC, including assisting students in developing and implementing individualized study plans; tutoring students on an individual or small group basis; and tutoring students in specific course material.
2. Meets with instructors as necessary to obtain course information that will assist in effective tutoring.
3. Monitor's individual student progress.
4. Administrates, scores and maintains assessments taken by student as needed.
5. Responsible for the security of all assessments and equipment assigned to the FKCC Student Success Center.
6. Explains the process and assists students in using tutorial computer system.
7. Maintains individual student usage records to determine types of assessments taken.
8. Maintains check-in system for students in the SSC and collects usage data for both.
9. Works with faculty to preview and install new mathematics software.
10. Is responsible for operation of all computers/printers and related equipment in SSC.
11. Prepares reports on SSC usage and/or operations as well as maintaining an updated inventory equipment list. Schedules special class meetings/workshops in the SSC.
12. Adheres to established safety and health procedures/practices for the purpose of providing injury/illness prevention for self and others.
13. Assists with supervision of college work study students in the SSC.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, ABILITIES AND SKILLS:
- Ability and willingness to work a flexible schedule including daytime, evening, and weekend hours, as needed.
- Strong oral and written communication skills.
- Thorough knowledge of subject matter.
- Possesses an enthusiasm for learning.
- Appreciation of and functionality with a diverse population from various cultural and ethnic backgrounds.
- Ability to maintain confidentiality.
- Cooperative, collaborative and patient attitude.
- Computer skills.
EDUCATION AND QUALIFICATIONS:
- Associate Degree in Mathematics or equivalent.
- Sixteen hours of college mathematics including College Algebra, Trigonometry and Calculus I, II, and III or their equivalent.
- Nine hours of computer science courses, or equivalent.
- Experience with graphing calculators, mathematics application software, and maintaining and installing computer hardware and software.

(Education, experience and other training may be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:
- None

ESSENTIAL PHYSICAL SKILLS:
- Moderate lifting and carrying (15 to 44 pounds).
- Pulling, pushing, reaching.
- Walking, standing, kneeling, bending, balancing, stooping and climbing

ENVIRONMENTAL CONDITIONS:
- Works in an inside office environment/computer lab with moving equipment.

(Reasonable accommodations will be made for qualified individuals with a disability.)

SALARY: $15/hour
CLOSE DATE: Open until filled
TO APPLY: Submit all materials electronically to hr@fkcc.edu

Employment Consideration Requirement: Completed FKCC Application Form, Cover Letter, Resume, Official Post-Secondary Transcripts (Copies Acceptable, if applicable) and three letters of reference.

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Lori Kelly
Director of Learning Resources and Student Success
5901 College Road
Office A205A
Key West, Florida, 33040
(305) 809-3501

Or to the Office for Civil Rights of the U.S. Department of Education.