



Position Title: Writing Specialist
Reports To: Director of the Teaching and Learning Center
Department: Student Affairs
Classification: Part-time, 9-months, Not Benefits Eligible

POSITION OVERVIEW

The Reading Specialist is responsible for tutoring students in the Teaching and Learning Center.

DUTIES AND RESPONSIBILITIES

- Assists individual and group instruction in the basic skill area of English
- Promote general literacy in writing, listening and speaking
- Provide feedback, as appropriate, to faculty and TLC director, regarding performance and progress
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college
- College or high school level teaching experience and/or tutoring experience preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge or awareness of the operation of educational institutions
- Ability to use and manage microcomputer facilities
- Ability to troubleshoot computer hardware and software
- Excellent customer service skills
- Excellent organizational and facilitation skills
- Ability to display attention to detail
- Display independence of thought and action
- Excellent oral and written communication
- Ability to function independently and with minimal supervision
- Ability to contribute productively as a team member

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter and Resume/ unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please