POSITION VACANCY
COLLEGE SUCCESS CENTER PARAPROFESSIONAL-MATH
July 15, 2010

POSITION: Muskegon Community College is seeking qualified candidates for the position of Paraprofessional-Math in the College Success Center.

RESPONSIBILITIES: Assist students and instructors and maintain records on students using the College Success Center. Supervise student employees.

QUALIFICATIONS: Associate Degree
Math placement score exceeding MTH 050.
Sufficient placement scores (Compass) for reading and writing
Tact and sound judgment in dealing with staff, students and outside persons.
Knowledge of business office procedures.

SALARY/BENEFITS: Support Staff II

EFFECTIVE DATE OF EMPLOYMENT: As soon as position is filled.

APPLICATION DEADLINE: July 27, 2010

APPLICATION INSTRUCTIONS:
A new, completed, and signed Professional Application Form with resume’ and transcripts must be received no later than 4:30 p.m. on the posted deadline. A resume’ is not considered an application but as a supplement to the application. Unofficial transcripts will be accepted with the application, but official transcripts will be needed if appointed to the position. The college does not return application materials. Applications are available on our website at www.muskegoncc.edu/hr. To receive an application, call, fax, e-mail, or write to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, Michigan 49442; call (231) 777-0447; fax to (231) 777-0601; e-mail to aaron.hilliard@muskegoncc.edu
ESSENTIAL FUNCTIONS:

1. Set up and maintain methods of orienting, testing, and enrolling Math 035 students.
2. Estimate number of students expected each semester and recommend needed hours of instructional time to the CSC Chairperson.
4. Provide computer assistance to CSC Math students using a supplemental homework program.
5. Maintain student records and files.
6. Maintain an adequate store of CSC Math forms and tests in cooperation with the Bookstore and Graphics Department.
7. Advise the CSC Chairperson on needed changes in catalogue course descriptions and schedule descriptions, and recommend improvements on scheduling procedures.
8. Advise CSC Chairperson on all matters pertaining to CSC Math including enrollment count and audit.
9. Provide assistance to the Reading and Writing Paraprofessionals when needed.
10. Perform other duties as directed by the CSC Chairperson.