

MIDDLESEX COMMUNITY COLLEGE
JOB OPPORTUNITY
EDUCATION SUPPORT SPECIALIST (ENGLISH)
Full-Time, 12-month, Tenure Track
Projected Start Date – July 2019

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Middletown, and MxCC@ Platt Locations
Hours: **35 hours per week**
Salary: \$60,066 - \$64,102
Closing Date: March 11, 2019

Knowledge, Skills and Abilities: This position reports to the Program Coordinator for English. The Education Support Specialist (English) provides transitional, intensive and embedded instructional and tutorial services to students, one on one, in small groups, and in workshop settings at Middlesex Community College. Candidates must possess professional competence in English. Candidates may teach up to three credit/contact hours of developmental or embedded coursework and must have demonstrated experience in academic and practical instruction techniques and methodology along with strong information technology skills. Experienced instructor, with particular emphasis in transitional instruction for students; supplemental instruction and embedded support for intensive and embedded classes; tutorial assistance to students and supervisory experience with classroom support staff. Candidates must possess proven ability to analyze students' diverse learning needs and present lectures and activities appropriate to the curriculum and the diverse learning needs of students; prepare syllabi, lectures, activities, and materials for workshops, according to course outlines prepared by the English faculty; track student progress through assessment and discussions and modifying instruction as needed to assure optimum student learning; including through the use of individual and group tutoring sessions for students. Proven ability to successfully manage administrative functions to ensure the efficient operation of English support services, including developing the schedule, staffing various sections, and obtaining assistants for each section. Candidates will serve as a liaison between the student and primary course instructor as well as the Academic Success Center to ensure optimal student learning outcomes and thus must have exceptional communication and organizational skills and be adept at forming and maintaining collaborative relationships with College administration, faculty and staff.

General Experience:

Bachelor's degree in English and two-five years' experience in providing instructional support in English or Master's degree in English and 0-3 years' experience in providing instructional support.

Special Experience: Preferred experience includes experience in a community college setting; an understanding of the mission of the community college; demonstrated involvement in support of diversity and/or experience working with students of varying backgrounds and abilities. Candidates must possess valid driver's license as in state travel to satellite location and other CSCU events will be required.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

Working Conditions: Incumbents typically perform their work in office and other campus based settings. Some offsite work in satellite locations and attendance at community and CSCU system based events will be required.

Application Instructions: Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), and three letters of reference to: MX-HR-Recruitment@mxcc.comnet.edu;

OR, mail to:

Noreen Wilson, Administrative Assistant
Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

For more information about Middlesex Community College please visit our website, www.mxcc.edu

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER;
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex Community College does not discriminate on the basis of race, color, age, religious creed, marital status, national origin, ancestry, genetic information, physical disabilities (including blindness), learning disabilities, intellectual disabilities, past or present history of mental disability, sex, including pregnancy, sexual harassment, sexual assault, transgender status, gender identity or expression, sexual orientation or civil union status, workplace hazards to reproductive systems, veteran status, retaliation for previously opposed discrimination or coercion or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, amaslin@mxcc.edu; 860-343-5759 or Anastasia Pych, apych@mxcc.edu, 860-343-5751.