

# JOB ADVERTISEMENT REQUEST

## Hourly or Contractual & Adjunct Faculty Positions

**Date:** 03/03/2020 **Term:** Open-Ended **Position:** Hourly or Contractual

**Position Title/Discipline(s):** Evening and Saturday English Basic Skills Off-Site (EBS) Coordinator

**Department:** English Language Learning (ELL) **Contact Name:** Jessyca Toivonen-Anderson

**Work Schedule:** Mon-Thu 5:00-8:30PM + Saturday 8:30AM-12PM at Glen Burnie Town Center **Pay Rate:** \$17.50/hr.

**Duties:**

- Greet new students and assist current students as required at Glen Burnie Town Center and various north county AACC - EBS off-site locations during weekday evenings and Saturday mornings
- Coordinate with off-site staff regrading classroom availability, status and set up
- Assist Adjunct Faculty by providing classroom supplies and opening classrooms
- Administer CASAS listening and reading tests on designated days
- Determine registrants instructional level
- Assist students with registration form completion
- Input student data into appropriate data bases
- Update on-site records and class folders
- Monitor and maintain an adequate supply of testing and classroom materials
- Support registration events for current and upcoming EBS terms
- Provide updates and reports to ELL staff as requested
- Safeguard student Confidential Sensitive Information (CSI)
- Participate in ELL Team events when available

**Qualifications:**

**REQUIRED:**

- High School Diploma
- Bi-lingual (Basic level or above) in Spanish
- Customer Service experience
- Experience with Microsoft Office; emphasis on Word, Outlook and Excel
- Able to pass a background check
- Available for weekday evening and Saturday work hours

**PREFERRED:**

- Associates Degree
- Basic language skills in Korean or French a plus
- Experience administering standardized reading and listening tests; and interpreting results

**Education:** High School or Equivalent **Years of Experience:** 1-2 **Posting Period:** Other-see comments

**To apply, send:**  Cover Letter  Resume  Application  Mail to:

E-mail: esloffice @aacc.edu  Phone:  Fax: (410) 777-2979

**Comments:** Maximum 25 hours/week. Must be available for first two weeks for process training.