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Job Title	Basic Skills Instructor
PVN ID	QB-1711-002178
Category	Instruction and Social Service
Location	QUEENSBOROUGH C. C.
Department	Office of Pre-College, Continuing Educat
Status	Part Time
Hourly Rate	\$35.00-\$40.00
Hour(s) a Week	4.00-7.00
Closing Date	Jan 03, 2018 (Or Until Filled)

## General Description

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Queensborough Community College's Division of Pre-College, Continuing Education & Workforce Development has a contract with New York City's Department of Youth & Community Development (DYCD) to provide a Certified Hemodialysis Training (CHT) program for the unemployed, young adult population. We are seeking an experienced and dynamic Basic Skills instructor who will work closely with our Hemodialysis Coordinator/Instructor to increase students' educational and professional success outcomes as follows:

- **Academic & Skills Remediation:** The Basic Skills Instructor will meet frequently with the Hemodialysis Coordinator/Instructor to ensure that any participant experience issues that may impact training completion are discovered and addressed in a timely manner. The Basic Skills Instructor will assist students with improving their competencies needed to successfully complete the CHT Training, through one-on-one training sessions, as well as group workshops in academic and basic skills remediation.
- **Education Support:** The Basic Skills Instructor will offer support to students experiencing challenges in such areas as setting goals, time management, test anxiety, study strategies, test-taking strategies and other relevant topics.
- **Mastery of Subject Matter:** The Basic Skills Instructor will demonstrate at least 2 years of high-level competency in working with populations needing remediation in an educational setting, preferably in a college/university environment.
- **Evaluation of Student Learning:** The Basic Skills Instructor, in collaboration with the Hemodialysis Coordinator/Instructor, will ensure that continuous evaluation of student learning and retention is practiced, and will write regular reports documenting student progress and challenges.

## Other Duties

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- Prepare lesson plans for tutoring and teaching sessions.

- Support student progress through appropriate instructional methodologies.
- Work in close collaboration with the Hemodialysis Coordinator/Instructor on the monitoring and evaluation of student progress.
- Maintain student records, including attendance, grades, progress reports and student files.
- Attend meetings and assist in additional program duties and responsibilities, as needed.

## Qualifications

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- Bachelor's Degree required; Master's preferred.
- At least 2 years of experience working with populations needing remediation in an education setting, preferably in a college/university environment.
- Outstanding teaching, tutoring, oral communication and written communication skills.
- Proven ability to work collaboratively with multiple stakeholders in an educational setting.
- Experience working with multicultural populations and strong commitment to ensuring participants' academic success.