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Job Title	Basic Skills Instructor
PVN ID	QB-1902-002967
Category	Instruction and Social Service
Location	QUEENSBOROUGH C. C.
Department	Pre-College, Continuing Education & Work
Status	Part Time
Hourly Rate	\$35.00-\$45.00
Hour(s) a Week	4.00-6.00
Closing Date	Apr 22, 2019 (Or Until Filled)

## General Description

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Queensborough Community College's Division of Pre-College, Continuing Education & Workforce Development has a grant-funded contract with the NYC 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 Program Director, Hemodialysis Instructors and Coordinator to increase students' educational and professional success outcomes as follows:

- **Academic & Skills Remediation:** The Basic Skills Instructor will meet frequently with the Project Director, Hemodialysis Instructors and Coordinator to ensure that any student experiencing 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 tutoring sessions, as well as group workshops 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, study strategies, testing anxiety, 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 and success 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 Instructors and Coordinator, will ensure that continuous evaluation of student learning and retention is implemented, and will write regular reports documenting students' progress and challenges.

## Other Duties

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- Prepare Lesson Plans for tutoring and teaching sessions.
- Support student progress through appropriate instructional methodologies, demonstrating a student-

centered approach.

- Work in close collaboration with the Hemodialysis Instructors and Coordinator on the monitoring and evaluation of student progress.
- Maintain student records, including attendance, grading, 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 Degree preferred.
- At least 2 years of experience working with populations needing remediation in an educational 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, with a strong commitment to ensuring participants' academic and professional success.
- **This position will be based at Queensborough Community College's satellite campus at the CUNY Center for Higher Education, 39-07 Prince Street, in downtown Flushing, New York.**