VACANCY
at
RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635
Applications are invited for consideration for appointment to the following position:

| TITLE: | Lab\Tutorial Services Coordinator |
| DEPARTMENT: | DATE TO BE FILLED: |
| Student Support Services | Immediately |
| RANK OR POSITION AND SALARY RANGE: | $20,000.00 - $23,000.00 |

BRIEF DESCRIPTION OF RESPONSIBILITIES: The applicant will be responsible for the implementation of lab based tutorial services for students in their freshman year as well as for upper level students who may need these services. The applicant will (1) develop tutorial services and schedules, (2) monitor course registrations for students using lab services, (3) review student need assessments to develop tutorial plans, and (4) review diagnostic computer assessments to identify areas of need in specific courses and develop a plan of study. Additionally, the applicant should be familiar with PLATO and other software designed for improved class performance in the areas of Reading, Mathematics, Writing and other designated subjects that will assist in the learning process and for making better scores on standardized examinations. Additionally, the applicant will assist the Director of the Student Support Services Program as requested.

QUALIFICATIONS: The applicant must have a Bachelor’s Degree in an area that will prove helpful in addressing the areas of responsibilities discussed above. The applicant must have good computer skills. The applicant must also have good communication skills and be able to work effectively assisting students, faculty and colleagues. Also, the applicant should have at least one year experience at a higher educational institution. Preference will be given to applicants with knowledge of PLATO software.

SPECIAL INFORMATION: Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college has 900 plus full and part-time students and 47 faculty members representing diverse, social, cultural, ethnic, racial, and national backgrounds. The campus consists of 25 buildings on 110 acres located 35 miles east of Memphis, Tennessee. The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest, and unofficial transcript(s) to:

Ms. Patricia Pegues, Personnel Coordinator
Rust College
150 Rust Avenue
Holly Springs, MS  38635
Telephone: (662) 252-8000 ext. 4010/4018 (Personnel Office)/Fax: (662) 252-8863
E-Mail: ppegues@rustcollege.edu

CLOSING DATE FOR RECEIPT OF APPLICATION: Open until a qualified applicant is found
POSTING DATE: 3/16/2012

Rust College is an equal opportunity/affirmative action employer