POSITION: Educational Assistant- Writing Center (ESL specialist)

STARTING DATE: September 2020

MINIMUM QUALIFICATIONS: Associates degree in ESL/ELL, English, education, or related field and one year of professional experience in tutoring and/or academic support.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position by providing appropriate references. Exceptions to the degree requirement may be made for compelling reasons.

RESPONSIBILITIES: The EA- Writing Center will assist the Writing Center Coordinator in providing consistent academic support in writing to the diverse student body of TRCC. Main daily tasks include serving as an embedded tutor in various English courses, one-on-one tutoring in writing with students of varied abilities and backgrounds, recording student contact information accurately, basic word processing and learning technology support, liaison with faculty and staff members, and other duties as assigned.

MINIMUM SALARY: $23.75 per hour

APPLICATION PROCEDURE: Send letter of intent, resume, names and addresses of three references, and transcripts and completed application form* to:

Human Resources Office
Three Rivers Community College
574 New London Turnpike
Norwich, CT 06360


APPLICATION DEADLINE: Review of applications will begin immediately and continue until the position is filled.

Three Rivers Community College is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply.

Three Rivers Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record.