POSITION TITLE: PT- Evening Student Support Services Tutor Lab Supervisor

CAMPUS/DEPARTMENT: Ranger Campus/Student Support Services

START DATE: Sep/Oct 2016

GENERAL STATEMENT OF DUTIES: Perform routine clerical and general administrative office duties, answer multi-line phone, schedule appointments, maintain files, and greet customers, other duties as assigned.

QUALIFICATIONS:
- Must have Associate Degree; Bachelor's preferred
- Must have basic working knowledge of computers, be familiar with MS Word and Excel
- Must be able to work varied evening schedule
- 1-2 years previous experience working in an office setting, preferred

SKILLS AND ABILITIES:
- Able to work in a fast-paced, busy student-oriented setting
- Self-motivated and able to work independently
- Friendly, patient and sensitive to a diversity of students
- Good organizational skills
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public
- Ability to communicate effectively, both orally and in writing, in a diverse, multi-cultural community environment.
- Must be knowledgeable in college level core subject matters

ANNUAL SALARY: $15.00 per hour with degree/part time basis. Hours vary—up to 19 hours per week

APPLICATION PROCESS: Apply online at rangercollege.edu, and then submit resume, cover letter, and any other supporting documents to Human Resources at: hr@rangercollege.edu. Hard copies may be mailed to:

Human Resources
Ranger College
1100 College Circle
Ranger, TX 76470

Completed applications along with all supporting documents, may be dropped off at: Ranger College-Stephenville Campus during regular business hours.

Review of applicants will begin immediately and will continue until the position has been filled. Offers of employment are contingent upon successful completion of a criminal background check as well as sufficient budget allocations.

College Home Page: www.rangercollege.edu

Ranger College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Delinda Spencer: Human Resources
Ranger College
254.647.3234 ext. 7037 dspencer@rangercollege.edu