PT Assessment Specialist, Adult Basic Skills (26 hr/wk)

Requires Bachelor degree in Education or related field; competent in MS Office Suite; ability to work with diverse students; excellent oral and written communication skills; sincere desire to assist undereducated adults in achieving high school equivalency and prepare for college and career readiness. Assist the ABS Coordinator with orientation and placement testing of new students; conduct and evaluate progress testing weekly for day and evening classes; assist with student retention efforts and records; assist with student conferences and disciplinary action. Salary: $16.75-$17.25/hr. Submit Piedmont Community College Application for Employment bearing applicant’s original signature, explanatory cover letter, current resume, unofficial/official transcript documenting educational requirement and date degree conferred to Personnel Office, Piedmont Community College, PO Box 1197, Roxboro, NC 27573. To obtain an Application for Employment go to www.piedmontcc.edu/jobs or contact Personnel Office at (336) 322-2139. Affirmative Action/Equal Opportunity Employer