



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 3/25/2025
Revised on: 5/20/2025

Job Title	Salary Schedule	Grade	Job No.
Educational Specialist – VUB & CTC	E4	05	SS9998
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of CTC and Director of VUB	Non Exempt	Yes	No

JOB SUMMARY: The Educational Specialist for the Veterans Upward Bound (VUB) and Cardinal Tutoring Center (CTC) is responsible for providing academic assistance to students through individual and group instruction, tutoring, and curriculum development. This position supports student success by monitoring educational plans, utilizing various educational technologies, and participating in outreach and recruitment efforts. The Educational Specialist works collaboratively with faculty, staff, and students to promote a supportive and effective learning environment for all participants, including veterans, academically and economically disadvantaged individuals. Daytime travel between GSCC campuses and VUB educational sites is required, but milage reimbursement is available.

QUALIFICATIONS:

- ◆ Bachelor’s degree from an approved U.S. Department of Education accredited institution **required**
- ◆ Strong computer skills **required**
- ◆ Experience working with veterans and/or academically disadvantaged populations *preferred*
- ◆ Master’s degree in education or related field *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Experience in tutoring and curriculum development
- ◆ Experience with online instruction
- ◆ Experience in use of technology including tutoring software, testing programs and social media
- ◆ Willingness to travel during the day to other tutoring sites in the service area
- ◆ Self-motivated and the ability to work independently
- ◆ Ability to problem-solve and multi-task
- ◆ Excellent oral, written, and interpersonal skills
- ◆ Ability to work effectively with students, other employees, and the public
- ◆ Commitment to the community college mission

DUTIES:

- ◆ Provide assistance to students seeking help in Veterans Upward Bound (VUB) and the Cardinal Tutoring Center (CTC), including individual and group instruction and tutoring
- ◆ Monitor the educational plan of each participant instructed/tutored
- ◆ Maintain open communication with veterans and CTC students
- ◆ Utilize various educational software platforms including ThinkingStorm, Canvas and Zoom for

- participating in online tutoring sessions, maintaining all student records and tutor evaluations
- ◆ Develop and implement new curriculum in line with the needs of the program participants
- ◆ Assist with the implementation of the embedded tutor program
- ◆ Participate in outreach and recruitment of students to expand the CTC and VUB programs by attending events, speaking to classes and with the use of social media
- ◆ Perform detailed documentation and other clerical duties as needed
- ◆ Serve on committees
- ◆ Attend meetings, training sessions, College events, and graduation
- ◆ Pursue continued professional development
- ◆ Comply with all policies of the Alabama Community College System and the College
- ◆ Perform other duties as assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching
- ◆ **Manual Dexterity:** Regular use of standard office equipment, computers, and online platforms
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 25 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential

WORK ENVIRONMENT:

- ◆ **Setting:** Primarily office and tutoring center environments, with occasional events or activities requiring outdoor participation
- ◆ **Travel:** Occasional travel may be required for outreach, recruitment, and training
- ◆ **Schedule:** Standard work hours with occasional flexibility to accommodate events, workshops, or program needs
- ◆ **Interaction:** Regular interaction with students, faculty, staff, and external partners to support student success and engagement

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date