



OAKWOOD UNIVERSITY
Employee Services/Human Resource Management

NOTICE OF AVAILABLE POSITION

POSITION: Reading Specialist
DEPARTMENT: Center for Student Success
STATUS: Full-time; Regular (38)

QUALIFICATIONS:

- Master's degree required in education or related field
- Two years' experience working with youth preferred
- Strong Christian values required
- Excellent oral, listening and written communication skills required
- Demonstrated ability to establish and maintain effective working relationships with students and other employees
- Teaching experience in postsecondary institution preferred

BRIEF DESCRIPTION OF DUTIES:

- Keep current data sets on outreach and contacts with students on their case load as well as formative and summative evaluations
- Provide ongoing documentation and data in accordance with FERPA, HIPPA, ADA and other federal as well as state regulations
- Oversee the day-to-day operation of the reading lab
- Develop, plan, implement and evaluate outreach and remediation programs
- Instruct reading courses each semester (e.g. 4)
- Monitor, advise and document all efforts to address the challenges of students with Reading challenges
- Recruit, train and supervise student workers (e.g. reading lab, etc.)
- Other duties as assigned

SALARY: Commensurate with education and experience.

POSITING DATE: **April 24, 2019**

CLOSING DATE: **June 27, 2019**

HOW TO APPLY: **Interested persons must submit employment documents electronically:**

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Complete application, resume and copy of diploma or transcripts
- Hit "Submit" button.
- You will receive an auto reply confirmation once Employee Services has received your documents

You will receive an automatic reply upon receipt of your documents.



Oakwood University participates in  E-Verify

◆ OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER ◆

◆ *God First* ◆

7000 ADVENTIST BOULEVARD NW . HUNTSVILLE . ALABAMA 35896 .
hroffice@oakwood.edu (256) 726-7274 .