



**ACADEMIC AIDE FOR STUDENTS WITH DISABILITIES
POSITION ANNOUNCEMENT**

Butler County Community College is currently accepting applications for the position of Academic Aide for Students with Disabilities. This is a temporary part-time position that will begin immediately. Reporting to the Dean of Student Development through the Disabilities Coordinator, the Academic Aide is responsible for providing academic assistance for a disabled student or students enrolled in classes at Butler County Community College. The locations of these classes may be at various sites. Associates Degree from an accredited institution required. Bachelor's Degree from an accredited institution preferred. Previous experience working with students with disabilities at the high school or college level preferred; familiarity with education environments required. Other experience may be necessary depending on the needs of the student with a disability being assisted. Must possess and maintain a valid driver's license. Hours will vary with the course schedule of the disabled student for whom the Academic Aide is providing assistance. Review of applications will begin immediately. Interested candidates should complete the [employment application](#), and submit along with a letter of application, current resume, copy of college/university transcript(s), and names, addresses, and telephone numbers of three professional references. Incomplete application packets and/or any materials regarding this position that is received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Electronic and faxed documents are not acceptable. Applicants currently employed by Butler County Community College must authorize in writing that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to: Ms. Linda M. Dodd
Executive Director of Human Resources/
Equal Opportunity Compliance Officer
Butler County Community College
107 College Drive
Butler, PA 16002

Butler County Community College is an equal opportunity, affirmative action employer.