

STUDENT WORKER – LEARNING LAB ASSISTANT

Job Description

CATEGORY: INSTRUCTIONAL SUPPORT
POSITION STATUS: PART-TIME – TEMPORARY
FLSA STATUS: NON-EXEMPT
SALARY CODE: HOURLY RATE - \$8.50

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

To assist students in achieving academic achievement by meeting them on a regular basis to clarify learning problems and work on study skills, including tutoring assistance as a supplement to teaching.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Meets with students on a one-to-one or small-group basis to give learning assistance, with the goal of improving the understanding and comprehension of a specific subject.
- Keeps regular and accurate records of tutoring sessions.
- Assists students in improving academic achievement by clarifying learning problems, reviewing class material, and discussing the course materials.
- Assists in the preparation of workshops and materials to enhance course assignments.
- Assists in tracking student's performance.
- Provides feedback for instructors where applicable.
- Participates in scheduled training sessions.
- Attends the workplace regularly as per the defined work schedule and reports to work punctually.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of Texas Southmost College.
- Responsible, dependable, honest, and mature.

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- Friendly, patient and sensitive to a diversity of students.
- Appropriate and professional behavior at all times.
- 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.
- Ability to handle sensitive and confidential data.
- Ability to listen and respond to individual's questions and concerns.
- Ability to concentrate on detailed tasks during numerous interruptions.
- Ability to perform and excel in a high-tech all-digital environment.
- Demonstrate good oral communication, interpersonal and facilitation skills.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- High School Diploma or G.E.D. Equivalent.
- Must be enrolled in courses at an accredited college or university.
- Must have an accumulative GPA of 2.0 or higher.

PREFERRED EDUCATION AND EXPERIENCE

- Enrolled as a student at Texas Southmost College (TSC) or a TSC graduate who was a student worker while enrolled at TSC.
- Proficient in the use of e-mail, word processing, spreadsheet software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Bilingual in English-Spanish.

CERTIFICATES AND LICENSURES

- None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to walk; stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms;

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climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*)

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a high school diploma or G.E.D. equivalent?
 - Yes
 - No
3. *Are you currently enrolled in courses at an accredited college or university?
 - Yes
 - No
4. *Do you have an accumulative GPA of 2.0 or higher?
 - Yes
 - No
5. Are you enrolled as a student at Texas Southmost College (TSC) or a TSC graduate who was a student worker while enrolled at TSC?
 - Yes
 - No
6. Are you proficient in the use of email, word processing, spreadsheet software and use of the Internet to access data, maintain records, generate reports, and communicate with others?
 - Yes
 - No
7. Are you bilingual in English-Spanish?
 - Yes
 - No