

South Texas College

Job Announcement 2020-5010

Title: Student Learning Assistant (Part-time Temporary)

Department: Centers for Learning Excellence

Reports to: Coordinator of Campus Center for Learning Excellence or Learning Support Manager

Pay Grade: Part-time

Salary Range: Minimum \$9.00/Hour

Campus: Starr County

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Student Learning Assistant provides academic learning support for students as directed, including tutoring students, performing other learning support duties, and assisting with the daily operations of the college's learning centers.

Specific Duties and Responsibilities

Essential Functions:

1. Provides educational assistance to students in specific disciplines to improve understanding and comprehension of the subject.
2. Assists in preparation of workshops and materials to enhance student comprehension and supplement course assignments.
3. Integrates study strategy techniques with course content.
4. Provides individual and group instruction to students on a variety of subjects using a distance learning format.
5. Keeps regular and accurate records using required software, related forms, and submits appropriate paperwork in a timely manner.
6. Engages in the promotion and presentation of information about academic support services and resources at the Centers for Learning Excellence.
7. Assists in serving as a Centers for Learning Excellence liaison with faculty and staff in the interest of student success, as directed by supervisor.
8. Participates in required departmental training, workshops, and meetings.
9. Performs other duties as assigned.

Required Education and Experience

1. High school diploma or GED required; college certificate or 30 college hours, preferred.
2. Demonstrated mastery of sufficient coursework in subject, earning at least a grade of B required, preferably an A.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.

2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
4. Ability to work independently as well as a team player within department and with others.
5. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read and comprehend simple instructions, short correspondence, and memos.
8. Ability to write simple correspondence.
9. Ability to effectively present information in one-on-one and small group situations to students, customers, clients, and other employees of the organization.
10. Ability to deal with problems involving a few concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. College Reading and Learning Association (CRLA) certification, preferred.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

Student Learning Assistant

13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.