

South Texas College

Job Announcement 2019-5048

Title: Texas Prefreshmen Engineering Program (TexPREP) Program Assistant (Part-time Temporary)

Department: Academies and High School Projects

Reports to: Dean for Dual Credit Programs and School District Partnerships

Pay Grade: Part-time

Salary Range: Minimum \$9.00/Hour

Campus: Pecan, Mid-Valley and Starr County

FLSA Status: Non-Exempt/Hourly

General Statement of Job

South Texas College TexPREP is an academically intense, mathematics-based, summer enrichment program, designed to develop abstract reasoning and problem solving skills. TexPREP identifies achieving middle school and high school students with the potential to become scientists or engineers, and reinforces them in pursuit of these fields. Our program will be located at our three South Texas College campuses (Pecan, Starr, and Mid-Valley) for eight weeks. Program Assistants will help oversee participants and ensure that safety and assignments are priority.

Specific Duties and Responsibilities

Essential Functions:

1. Ensures the safety and appropriate behavior of program participants.
2. Attends classes and laboratories with students, assisting instructors and students as needed or requested.
3. Supervises research and study period, providing educational support activities and tutoring.
4. Grades homework and special assignments.
5. Maintains records of students' work.
6. Assists with preparation of special PREP activities.
7. Serves as a "mentor" to students, encouraging the development of a commitment to educational achievement.
8. Must be available from 8:00 AM to 5:00 PM daily.
9. Performs other duties as assigned.

Required Education and Experience

1. Completion of at least one year of college required.
2. 2.5 GPA or higher required.
3. Completion of Calculus I and other advanced mathematics courses, preferred.
4. Prior experience working with adolescents, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.

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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. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
5. Demonstrated commitment to achieving the vision and mission of South Texas College.
6. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
7. Ability to write routine reports and correspondence.
8. Ability to speak effectively before groups of students, customers or employees of organization.
9. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under South Texas College policy.

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. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
3. Perceiving the nature of sounds at normal speaking levels with or without correction.
4. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
5. Ability to make rational decisions through sound logic and deductive processes.
6. 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.
7. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

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.

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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.
McAllen, TX 78501**

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.