South Texas College
Job Announcement 2015-5043

Job Title: PROGRAM ASSISTANT (Part-time Temporary)
Department: High School Programs and Services
Reports To: Director of Academies and High School Projects
FLSA Status: Non-Exempt/Hourly
Salary: Commensurate with Education and Experience
Starting Date: June 8, 2015
Closing Date: Open until filled.

SUMMARY
South Texas College TexPREP Engineering Program 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
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. Maintains records of students’ works
5. Assists with preparation of special PREP activities.
6. Serves as a “mentor” to students, encouraging the development of a commitment to educational achievement.

QUALIFICATIONS 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.
1. Commitment and interest in assisting middle and high school students in their academic and personal growth.
2. Currently enrolled in college with 2.5 or better GPA.
3. Completion of Calculus I (preferred) and other advanced mathematics courses.
4. Prior experience working with adolescents, preferred.
5. Available to work from 8:00 AM to 5:00 PM daily.
6. Preference is given to college science, mathematics, computer science, or engineering majors; previous TexPREP participants; and former TexPREP employees.

CRIMINAL BACKGROUND CHECKS
All applicants are subject to a national criminal background check under STC policy.

EDUCATION and/or EXPERIENCE
Completion of at least one year of college required.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, customers or employees of organization.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 walk and sit. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and 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.

The noise level in the work environment is usually moderate.

**HOW TO APPLY:** Submit letter of intent, STC application, resume, copies of transcripts (official transcripts required BEFORE assignment begins) and five professional references with addresses and phone numbers to:

**SOUTH TEXAS COLLEGE**
**OFFICE OF HUMAN RESOURCES**
2501 W. Pecan Blvd
McAllen, TX  78501

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.