Title: Texas Prefreshmen Engineering Program (TexPREP) Program Assistant (Part-time Temporary)
Dept: High School Programs and Services
Reports to: Director of Academies and High School Projects
Pay Grade: Part-time
Campus: Pecan, Mid-Valley and Starr County
Salary Range: Minimum $9.00/Hour
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. 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.
Texas Prefreshmen Engineering Program (TexPREP) Program Assistant

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong background in computers and office automation, including word processing, spreadsheets, database, Excel, PowerPoint and knowledge of the Windows environment.
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 the community college philosophy of education.
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.
10. Ability to deal with problems involving several concrete variables in standardized situations.

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.
Texas Prefreshmen Engineering Program (TexPREP) Program Assistant

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.
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, age, sex, gender, disability, genetic information, or veteran status.