South Texas College
Job Announcement 2015-5042

Job Title: LEAD 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 1, 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. The Lead Program Assistant will oversee TexPrep Instructors and Program Assistants and ensure that safety and assignments are priority. Serves as a “lead program assistant” to all program assistants, encouraging the development of a commitment to educational achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
1. Ensures the safety and appropriate behavior of program participants, program assistants and instructors.
2. Visits all classes and laboratories daily to oversee student activities and lessons.
3. Supervises research and study period, providing educational support activities and tutoring.
4. Oversees, tracks and maintains the grading of homework and special assignments.
5. Plans and assists with preparation of all PREP activities, meetings, trainings, and field trips.
6. Oversees lunch service and evaluation daily.
7. Assists and meets with instructors, program assistants, and students as needed or requested.
8. Oversees daily attendance and communication with parents and school district liaison.
9. Assists in the coordination of weekly career awareness speaker presentations and conducts evaluations.
10. Supports the Program Director with the overall implementation of the program and performs other duties as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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
Associate’s Degree or a minimum of 60 college hours 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.