Title: **Student Learning Assistant (Part-time Temporary)**

Dept: Centers for Learning Excellence

Reports to: Centers for Learning Excellence Manager/Coordinator of Supplemental Instruction

Pay Grade: Part-time

Salary Range: Minimum $8.10/Hour

Campus: Pecan

FLSA Status: Non-Exempt/Hourly

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**General Statement of Job**

The Student Learning Assistant provides academic learning support for students as directed, including tutoring students, conducting supplemental instruction, and 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 discipline 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. Attends classes and/or holds study sessions for student participation as required.
4. Integrates study strategy techniques with the course content.
5. Attends lectures and functions as a model student in the programmatic framework.
6. Develops and maintains working relationships with the course content instructor, student participants and appropriate supervisor.
7. Keeps regular and accurate records using required software, related forms and submits appropriate paperwork in a timely manner.
8. Engages in the promotion and presentation of information about academic support services and resources at the Centers for Learning Excellence.
9. Assists in serving as a Centers for Learning Excellence liaison with faculty and staff in the interest of student success as directed by supervisor.
10. Participates in required departmental training, workshops and meetings.
11. Performs other duties as assigned.

**Required Education and Experience**

1. High School Diploma or GED required; College Certificate or 30 college hours, preferred.
2. Knowledge in subject area required: must have completed and demonstrated mastery of sufficient coursework in the subject, earning at least a “B” (preferably an “A”).
3. 3.0 and higher GPA and in good academic standing.
4. Recommendation from an instructor for the course, preferred.
5. Learning support or higher education experience, preferred.

**Required Knowledge, Skills and Abilities**

1. Excellent oral, written and interpersonal communication skills.
2. Excellent customer service skills.
3. Excellent organizational skills.
4. Excellent presentation skills.
5. Ability to work independently as well as a team player within department and with others.
6. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
7. Demonstrated commitment to the community college philosophy of education.
8. Ability to read and comprehend simple instructions, short correspondence, and memos.
9. Ability to write simple correspondence.
10. Ability to effectively present information in one-on-one and small group situations to students, customers, clients, and other employees of the organization.
11. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
12. Ability to deal with problems involving a few concrete variables in standardized situations.

**Checks, Certificates, Licenses, and Registrations**

1. All applicants are subject to a national criminal background check under STC 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. 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.
8. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

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.
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.