

CLASSIFICATION SPECIFICATION

Academic Support Assistant

FT/PT Class Code: 5005, 5505 Pay Grade: B/C 08 FLSA: Non-Exempt Rev. 10/31/16

SUMMARY STATEMENT: An incumbent is responsible for facilitating the smooth functioning of one or more laboratories taught in the College and/or an academic center. An incumbent will assist instructors and/or other professional personnel in teaching the students for laboratories and/or will provide assistance organizing tutoring and/or testing services in an academic center.

NATURE AND SCOPE:

An incumbent in this class typically reports to a technical supervisor and may supervise work study students. Incumbents assigned to laboratories are responsible for preparing the laboratories and learning materials for use by the students and for tutoring students and assisting the teacher during class. Incumbents assigned to an academic center are responsible for organizing tutoring and testing services and may assist students with tutoring.

PRINCIPAL ACCOUNTABILITIES FOR LABORATORIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Sets up laboratories and prepares any necessary materials (chemical solutions, computers, etc.) and equipment depending on the particular discipline involved. May dispose of any toxic waste resulting from laboratory use.
2. Assists instructors during laboratory sessions by monitoring, scoring, and evaluating tests, and administering make-up tests.
3. Provides special tutoring to students where needed.
4. Administers and delivers to instructors administrative materials, such as course outlines, attendance policies, and laboratory schedules.
5. Performs special projects for the College administrators as assigned, such as registering of students, assisting with computer programs, and repair and maintenance of specialized equipment.
6. May be assigned the responsibility of repairing electronic equipment at the campus.
7. Performs other related duties as required.

PRINCIPAL ACCOUNTABILITIES FOR ACADEMIC CENTERS:

An incumbent may perform any combination of the below listed accountabilities:

1. Sets up the academic center, including ordering and/or preparing any necessary materials (computers, test booklets, etc.) and equipment. Ensures that the computers have appropriate software loaded. Troubleshoots any problems with the centers' equipment.

PRINCIPAL ACCOUNTABILITIES, cont'd:

2. Coordinates the schedules of faculty members and tutors in the center for both tutoring and/or testing.
3. Schedules students for tutoring and/or testing appointments. Ensures there is appropriate coverage in the center for the students' needs. Monitors and assists students with checking-in and checking-out of the center.
4. Provides assistance to students in the academic center. Informs students of the appropriate procedures in the center.
5. Handles inquiries regarding scheduling information, directions to the Center, phone numbers to call, etc. Schedules operating hours.
6. Maintains confidentiality and security of all testing and tutoring materials, records, schedules, and all data related to the campus Academic Center services. Maintains files/records on all data.
7. Creates fliers or brochures to advertise the center's hours, operations, and procedures as needed.
8. May provide tutoring assistance to student's as needed.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

FOR LABORATORIES:

- ◇ Knowledge of teaching methods and techniques.
- ◇ Knowledge of relevant subject matter in the particular discipline (e.g., chemistry, mathematics, computer science, accounting, English and auto mechanics, etc.)
- ◇ Knowledge of related equipment to be used in the specific laboratory.
- ◇ Skill in the use of relevant technical equipment.
- ◇ Good interpersonal, communication, and organizational skills.
- ◇ Ability to communicate effectively, both orally and in writing.

FOR ACADEMIC CENTERS:

- ◇ Knowledge of teaching methods and techniques.
- ◇ Knowledge of word processing, spreadsheet, and database software.
- ◇ Skill in the use of relevant technical equipment.
- ◇ Excellent organizational, decision-making, critical thinking, and communication skills.
- ◇ Ability to make decisions and problem solve independently.
- ◇ Ability to multi-task and to function independently.
- ◇ Good interpersonal, communication, and organizational skills.
- ◇ Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and two (2) years of relevant experience; or other equivalent combination of education and experience.