

CLASSIFICATION SPECIFICATION

Instructional Aide

FT/PT Class Code: 5039, 5539 Pay Grade: B/C 07 FLSA: Non-Exempt Rev. 10/31/16

SUMMARY STATEMENT: An incumbent is responsible for assisting in the design, development, and operation of a learning center or serve as support for instructors in the College.

NATURE AND SCOPE:

An incumbent in this class typically reports to a technical or professional supervisor and is responsible for coordinating learning center operations and providing informational assistance. Class incumbents also perform a variety of secretarial/recordkeeping duties in support of the instructional effort.

PRINCIPAL ACCOUNTABILITIES:

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

1. Handles student and faculty inquiries. Gathers information and offers solutions.
2. Creates, processes, edits, copies, and distributes correspondence and other documents.
3. Administers and grades tests.
4. Creates and maintains a recordkeeping/filing system.
5. Compiles and dispenses materials to appropriate students.
6. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of relevant subject matter in a particular discipline (i.e. mathematics, English, reading, etc.).
- ◇ Knowledge of the methods and techniques for eliciting and disseminating information.
- ◇ Knowledge of office practices and procedures.
- ◇ Knowledge of grammar, punctuation, and spelling.
- ◇ Knowledge of filing and recordkeeping techniques and procedures.
- ◇ Knowledge of computers.
- ◇ Ability to compose routine correspondence.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Proficient keyboarding skills.
- ◇ Good interpersonal and communication skills.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED, and four (4) years of relevant experience; or other equivalent combination of education and experience.