

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> Part-time, 24 hours per week.	<b>Title</b>	LEARNING ASSISTANT
<b>Revised:</b> 12/17/2015	<b>Department</b>	MATHEMATICS
<b>Level:</b> Staff, Range 6	<b>IPEDS</b>	CLERICAL & SECRETARIAL
<b>FLSA:</b> Nonexempt	<b>Reports to</b>	DIVISION CHAIR - MATH/SCIENCE

**POSITION SUMMARY**

Part-Time Learning Assistant to provide tutoring services for the Math/Science Division.

**MAJOR FUNCTIONS**

1. Provide tutoring services in mathematics in the areas of arithmetic through college algebra – Required.
2. Provide tutoring services in calculus, computer science, physics and/or chemistry - Desirable.
3. Ability to successfully utilize traditional and computer based mathematics (training provided).
4. Ability to tutor individually and in small groups.
5. Maintain academic integrity in tutoring and testing.
6. Perform other related tasks as required/assigned.

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Associate's degree required with significant math preparation. Bachelor's degree preferred.
2. Previous tutoring experience preferred.
3. Ability to perform multiple tasks and remain calm during frequent interruptions.
4. Ability to establish and maintain positive working relationships with students and staff.
5. Ability to handle confidential material judiciously. High degree of academic integrity required.

**EQUIPMENT/SOFTWARE**

1. Operate standard office equipment such as desktop calculators, computers, copiers, and telephones.
2. Ability to operate a person computer using the Windows environment.
3. Ability to understand operating a person computer within the Crowder College Network environment.
4. Ability to use E-mail.
5. Ability to perform basic work processing using MS Word.

**POSITIONS SUPERVISED**

None

**WORKING CONDITIONS**

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Must be able to circulate through computer labs and tutoring tables.
3. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
2. Access information using computers.
3. A neat appearance and appropriate businesslike apparel are required.

**PHYSICAL DEMANDS**

1. Generally sedentary work involving sitting most of the time but will involve mobility within the office and campus locations.
2. Input and access information-using computers.
3. Ability to concentrate on assigned tasks and pay close attention to detail.
4. May sit at a workstation for up to three (3) hours at a time.

**CREATIVE AND ANALYTICAL SKILLS**

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
2. Ability to devise or modify methods or processes to solve specific problems.

**LANGUAGE/COMMUNICATIONS SKILLS**

1. Effective telephone communication skills, including ability to obtain and provide information verbally.
2. Ability to communicate effectively with a variety of people, including students and the general public.
3. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.
4. Ability to read English in order to proofread and perform grammatical and spelling edits.