

Technical Assistant English-City Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=119305>

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Posted Feb. 5, 2019, expired Jun. 7, 2019

Job Title	Technical Assistant English-City
Department	
Institution	Erie Community College Buffalo, New York
Date Posted	Feb. 5, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services
Apply Online Here	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Technical-Assistant-PT-English-City_J0000057

Apply By Email

Job Description

Department:

English

Salary/Hourly

\$16.25 Hourly

Union/Position Status:

FFECC NTTP PT

Posting Closing Date:

February 28, 2019

JOB DESCRIPTION

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DISTINGUISHING FEATURES OF THE CLASS:

The work involves performing para-professional tasks assisting the faculty of a Community College. The incumbent's duties are varied and range from setting up equipment in laboratories to tutoring students in developmental centers. The tasks assigned are generally of a supportive nature and may be performed in the classroom, laboratory, research or development center, learning center, or computer center. The work is performed under general supervision of an instructor or other faculty member. Supervision may be exercised over students or clerical assistants; does related work as required.

TYPICAL WORK ACTIVITIES:

- * Assists instructor in classroom and laboratory by demonstrating apparatus, equipment and teaching aids;
- * Administers and/or proctors tests under direction of instructor or other faculty member;
- * Works with students in use of various technical equipment in classroom and laboratory;
- * Tutors students on individual basis in classroom, laboratory or learning center;
- * Assists instructor in maintaining academic records, preparing reports, etc.;
- * Requisitions, maintains and issues supplies and equipment to students and faculty;
- * Maintains inventory of supplies and equipment;
- * Performs routine maintenance on and make minor repairs of apparatus, equipment, and teaching aids.

WHEN ASSIGNED TO ENGLISH DEPARTMENT:

Tutors students in reading, writing, and research and study skills;
Records students' progress and data pertaining to tutoring and notifies instructors;
Interviews, trains and monitors peer tutors;
Schedules and administers pretests with assistance of Coordinator of Special Services;
Proctors and/or assists with proctoring of pretests;
Assists faculty in research and development activities;
Oversees and schedules lab personnel (peer and other tutors) and activities in the Lab and elsewhere such as group tutorials, workshops and seminars.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of fundamentals of teaching; good knowledge of subjects in the academic area in

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which assigned; ability to work with and tutor students in academic area in which assigned; ability to work with students and faculty in effective manner; ability to understand and follow detailed oral and written reports; initiative; resourcefulness; reliability; integrity; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Completion of 60 semester credit hours of study in a related field at a regionally accredited college or university.

Bachelor's Degree in appropriate discipline is preferred for some departments.

SPECIAL REQUIREMENTS:

Official transcripts will be required for successful candidates within 30 days of hire.

Must be available to work evenings..

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Contact Human Resources at (716) 851-1840 with any questions.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact