

**Tutorial Services Assistant (Part-Time)
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=120727>

Downloaded On: Jun. 19, 2019 1:17am

Posted Mar. 7, 2019, removed May 27, 2019

Job Title	Tutorial Services Assistant (Part-Time)
Department	N/A
Institution	Mt. San Antonio College Walnut, California
Date Posted	Mar. 7, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services
Apply Online Here	https://apptrkr.com/1411421

Apply By Email

Job Description

Tutorial Services Assistant (Part-Time)

Mt. San Antonio College

Job Category: Classified Unit A

Employee Group:

Time (Percent Time): 47.5%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Monday-Thursday, 8:45 a.m. - 1:30 p.m.



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Salary Range: A-52

Salary: Steps 1 - 6, \$1,509- \$1,926 per month (prorated)

Shift Differential:

Health & Welfare: Employees working less than fifty (50%) percent are not eligible for health and welfare benefits.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

*Note Salary and Health & Welfare Benefits are subject to change

Department: Adult Basic Education

Open Date: 11/02/2018

Closing Date:

Open Until Filled: Yes

Basic Function/Overview:

DEFINITION

Under general supervision, provides a variety of instructional and tutorial support to students in all subject matters; assists in the assessment of student skills, abilities, and learning styles, and, within set guidelines and procedures, provides tutorial assistance to students of all levels; assists students with the use of computer, equipment, and instructional materials related to the assigned program, and performs a variety of record-keeping, data entry, report preparation, and program support activities; provides information to students and District staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the journey-level class in the Tutorial Services Assistant series. Incumbents perform the full

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range of duties in operating the District's tutoring facilities, training student workers in the procedures of the tutoring services and programs, and proctoring exams. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the department's operating procedures and policies. The Tutorial Services Assistant series is distinguished from the Tutorial Services Specialist in that the latter performs more technical and complex duties and is responsible for training other tutors.

Essential Duties/Major Responsibilities:

1. Provides one-on-one and small group instructional sessions to students in subject matter area(s) of need; identifies individual learning styles and facilitates independent learning, problem solving, and critical thinking.
2. As directed, schedules a variety of test programs utilized in academic achievement, vocational, or skills assessments; provides input in the evaluation of test instruments; and maintains records of individual and group test results.
3. Performs administrative support duties; answers phones, questions from students and the public regarding the services and programs provided; implements and provides information to students regarding processes, policies, and procedures related to the Districts tutoring programs.
4. Assists in the operations of tutorial facilities, including setting up and maintaining equipment; and maintaining the facility in a safe, clean, and orderly condition.
5. Prepares and issues materials and equipment for student use; maintains records of materials and equipment used by students.
6. Prepares and maintains various programmatic and/or student files and records; monitors and tracks attendance and usage of assigned functional area.
7. Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; prepares and maintains a variety of reports.
8. Monitors student attendance; maintains files for each student, and informs instructors of daily progress; maintains and updates student files for each program; and schedules students for additional individual help sessions as required.
9. As directed, assists in administering student surveys to monitor program effectiveness.
10. Prepares and maintains various records and reports related to operations and activities of assigned area as required.
11. Operates a variety of equipment related to the specialized area of assignment.
12. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

Other Duties:

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Performs other related duties as assigned.

Knowledge Of:

1. Principles, practices, procedures, and equipment of assigned subject area.
2. Tutorial techniques for enhancement of student learning.
3. Business letter writing and the standard format for reports and correspondence.
4. Principles and practices of data collection and report preparation.
5. Record keeping principles and procedures.
6. Modern office administrative practices, methods, computer equipment and computer applications related to work, including word processing, database, and spreadsheet applications.
7. English usage, spelling, vocabulary, grammar, and punctuation.
8. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities:

1. Provide instructional assistance and technical advice to students on the availability and uses of instructional materials and equipment.
2. Provide information and assistance to students and staff.
3. Ensure the care and security of assigned equipment, materials and supplies.
4. Set up, service, adjust, and make minor repairs to lab equipment.
5. Issue and receive equipment and supplies.
6. Understand and follow oral and written directions.
7. Maintain records and prepare reports.
8. Interpret, apply, and explain Federal, State, and local, administrative and departmental laws, codes, regulations, policies, and procedures.
9. Operate modern office equipment, including computer equipment, copiers, printers, software programs, and cash register.
10. Organize own work, set priorities, and meet critical time deadlines.
11. Make sound, independent decisions within established policy and procedural guidelines.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Understand scope of authority in making independent decisions.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.



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Minimum Qualifications/Education & Experience:

Equivalent to an Associates degree from a regionally accredited college in liberal arts or related field and three (3) full-time equivalent years of responsible related experience.

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California drivers license.

Working Environment:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; may be required to operate a motor vehicle to visit various District and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Hazards:

Instructions re: Confidential Letter of Recommendation:

Conditions of Employment:

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Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:

[url=http://www.mtsac.edu/safety/pdf/ASR_2017.pdf]http://www.mtsac.edu/safety/pdf/ASR_2017.pdf

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Examination Requirements:

Typing Certificate Requirements:

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on January 11, 2019, are assured consideration.

Applicants must submit all of the following materials online at

[url=<http://hrjobs.mtsac.edu>]http://hrjobs.mtsac.edu to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. Two (2) letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. College and/or university transcripts showing the awarded/conferred degree (if applicable) are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met.



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Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail:

[url=mailto:employment@mtsac.edu]employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to a \$500 maximum (per position recruitment).

Relocation costs will be borne by the successful candidate. Travel reimbursement claims must be submitted no later than 30 days following the interview date.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=mailto:employment@mtsac.edu]employment@mtsac.edu.

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start

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date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Conflict of Interest

Cancel RTF Policy:

We reserve the right to reopen, re-advertise, delay, or cancel filling this position.

To apply, visit: [\[url=https://apptrkr.com/1411421\]](https://apptrkr.com/1411421)<https://hrjobs.mtsac.edu/>

Contact Information

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

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Contact

N/A

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