

Instructional Associate-Student Success Center
Coast Community College District

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Posted Apr. 25, 2019, set to expire Aug. 25, 2019

Job Title Instructional Associate-Student Success Center

Department

Institution Coast Community College District
Costa Mesa, California

Date Posted Apr. 25, 2019

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Student Services
Educational Services

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Job Description

About Orange Coast College (OCC)

Orange Coast College's 164-acre campus is located in Costa Mesa just minutes from Southern California's beautiful beaches. Founded in 1947, with classes beginning in 1948, OCC has grown into one of the nation's largest -- and finest -- community colleges, enrolling more than 25,000 students each semester. OCC's has an unwavering commitment to equitable outcomes; inclusive practices; and rich racial, ethnic, and socioeconomic diversity. Ideal candidates for this position share OCC's devotion to educating and improving the lives of our representative student, employee, and community populations. Ideal candidates for this position share OCC's devotion to educating and improving the lives of our representative student, employee, and community populations. We currently enroll 21,498 students, the majority of whom are from racially minoritized populations: 35% of OCC's students are Latinx, 2% are African- American, 23% are Asian, less than 1% Native American, 31% are White, and 6% are multiracial. OCC engages in a variety of professional development opportunities and partnerships so that we can serve disproportionately impacted groups. Student-centered activities that

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support OCC's mission include campus-wide student success projects funded by the Office of Student Equity; partnerships with local Hispanic Serving four year institutions; active programs that work to improve the academic achievement of racially minoritized students, such as PUENTE and UMOJA; Extended Opportunity Programs and Services (EOPS) and Disabled Student Program and Services (DSPS).

Summary

Provides tutorial and technical assistance to students either in a classroom or similar laboratory setting, who are involved in non-credit or college course work, or who work under the guidance of student success and retention assistance.

Distinguishing Career Features

The Instructional Associate represents the second in a two-level career ladder devoted to instructional support for students engaged in basic education, student success programs, or have specialized learning support. The Instruction Assistant is the first level and provides one-on-one and small group assistance with students where the emphasis is on completing homework assignments, and on pre-college or non-credit courses. Assistants' may be new to instruction support and usually work alongside an Instructional Associate. To advance to Associate, incumbents must have 2 years experience at a level I and be able to independently implement learning exercises, tests, and simulations that support instruction, usually in a group setting.

Essential Duties and Responsibilities

Specific duties may vary among departments and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties:

Contact Information

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

Contact