

Reader Assistant  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=144256>

Downloaded On: Sep. 28, 2020 6:12pm

Posted Jul. 8, 2020, set to expire Nov. 4, 2020

<b>Job Title</b>	Reader Assistant
<b>Department</b>	District Wide
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Jul. 8, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1950474">https://apptrkr.com/1950474</a>

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**Job Description**

Reader Assistant

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:

Reader Assistant  
San Diego Community College District

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Under the direction of an assigned supervisor, serve as student advisor and contact person for EOPS students indicating financial, academic, cultural or linguistic need.

Click

[url=[https://apptrkr.com/get\\_redirect.php?id=1950474&targetURL=https://www.sdccd.edu/docs/HumanResources/Non-Classified%20Employees/Reader%20Assistant.pdf](https://apptrkr.com/get_redirect.php?id=1950474&targetURL=https://www.sdccd.edu/docs/HumanResources/Non-Classified%20Employees/Reader%20Assistant.pdf)]here for description

If you would like to open the link in a different tab or window, right click and select the option.

Major Responsibilities:

- \* Serve as student advisor and contact person for EOPS students.
- \* Check composition, essays, term papers and other writings for mechanical errors.
- \* Check writing assignments for proper sentence structure and write appropriate evaluations.
- \* Clarify writing assignments for students who have questions.

Qualifications:

Knowledge of: English usage, grammar, spelling, punctuation and vocabulary; composition, essay, term paper and other writing techniques; record-keeping techniques. Ability to check composition, essays, term papers and other writings for mechanical errors; check writing assignments for proper sentence structure and write appropriate evaluations; understand and follow oral and written directions; communicate effectively both orally and in writing; and establish and maintain effective working relationships with others. Editing experience.

Desired Qualifications:

Licenses:

Pay Information:

Click

[url=<https://www.sdccd.edu/docs/HumanResources/employee%20relations/Salary%20Schedules/2020%20NA>]for the hourly pay rate.

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All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

**Contact Information**

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

**Contact**

District Wide

San Diego Community College District

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