

Technical Assistant Student Access Erie Community College

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Posted Dec. 3, 2024, set to expire Apr. 17, 2025

Job Title	Technical Assistant Student Access
Department	
Institution	Erie Community College Buffalo, New York
Date Posted	Dec. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services Student Services Research/Technical/Laboratory
Job Website	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Technical-Assistant-Student-Access_J0002346
Apply By Email	
Job Description	

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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.

WHEN ASSIGNED TO MATHEMATICS DEPARTMENT:

- Tutors students in math learning center;
- Selects, trains, schedules and supervises student assistants;
- Maintains learning center supplies;
- Provides records and reports as requested by the department and/or administration;

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- Prepares testing materials; Assists in the administration of pretests, registration and placement of students;
- Keeps accurate records of pretest and placement results;
- Collects special data requested by the Assistant Chair for Developmental Education.

KNOWLEDGE, SKILLS AND ABILITIES:

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

Contact Information

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

Contact