

Position Title: Science Learning Assistant
Part-Time: Fall and Spring Semesters 24 to 28 Hours Per Week (17 Weeks)
Summer Session 20 Hours Per Week (8 Weeks)

Salary: Level Two: Associate Degree – No Experience - \$18.00 Hourly
Level Three: Associate Degree – Experience - \$20.00 Hourly
Level Four: Bachelor's Degree - \$25.00 Hourly
Level Five: Master's Degree - \$30.00 Hourly

Job Description

Facilitate learning as a guide and a coach to assist post-secondary freshmen and sophomore level students to become successful, independent learners. Provide individual and small group tutoring to students in the areas of earth and life science by integrating effective study and learning strategies to maximize the student's potential for academic success. Responsible for tutoring students, researching and assisting with the implementing ways to improve the program, and attending meetings and training sessions. To meet with coordinator and faculty to plan appropriate support for students, which in most instances will require the learning assistant to participate directly in the classroom during scheduled course sessions.

Roles and Responsibilities

- Work cooperatively with faculty, coordinator, other Learning Assistants, and related staff members to deliver a cohesive and effective program that responds to the needs of the student.
- Provide individual and small group tutoring sessions in Science in designated areas. The science courses may include: general biology, microbiology, chemistry, environmental, anatomy & physiology, geology, geography, and any type appropriate level "like" science courses.
- If necessary, assist science faculty in student science labs; assist with setting up and tearing down student science labs.
- All Learning Assistants must participate in training sessions and professional development.
- Learning Assistants are responsible for keeping up with material for any and all classes they tutor by developing a full working knowledge of academic skills development materials and strategies.
- To provide extraordinary customer service.
- Maintain a professional, courteous attitude and demeanor in all instances when working with students, and when acting as a representative for TMCC in the Learning Assistants official capacity within the college community.
- Maintaining accurate and current documentation concerning student contact and progress by maintain a time and activity log.
- Read and communicate using Google email; use TMCC's Jenzabar and Canvas learning management systems, effectively search the Internet for information, use MS Word and other office software; and technologies and applications.
- Willing to work flexible hours (Fridays and evenings), and other locations when necessary.
- Meet with faculty, coordinator, and/or other Learning Assistants to plan appropriate academic support for students.
- Consult with a student instructors, and other Learning Assistants for advice, guidance, and direction in tutoring work.
- Arrive at least 5 minutes early to your designated sessions and collaborations with faculty appointments.

- To be able to organize time for: scheduled tutoring sessions, meeting with faculty, coordinator and other Learning Assistants, attend science class sessions, attend any training or meetings, and provide for walk-in hours.
- Participate in outreach activities, e.g. presenting information regarding study skills and academic support available to students.
- Respect student's rights to confidentiality and follow legal guidelines regarding information.
- Complete and submit all required reports, data and paperwork as requested.
- Perform other duties consistent with the position of Learning Assistant that may be assigned when the Learning Assistant is not working with students. These tasks are secondary to providing students assistance.

Required Qualifications

1. Must have earned, at the least, an Associate's degree from an accredited institution, Associates of Science with an emphasis in the life sciences preferred
2. Must have a cumulative GPA of at least a 3.0
3. Have achieved and "A" or "B" in the course(s) to tutor
4. At the least, one recently written recommendation from a faculty member or equivalent resource personnel
5. Demonstrate effective written and spoken communication skills
6. Demonstrated ability to speak and present information in form of a group
7. Ability to adapt to different personalities and environments quickly
8. Follow stated policies and procedures
9. Self-motivated and resourceful
10. Adaptable to a fast-paced work environment
11. Ability to work with students one-on-one and in small groups
12. Available to work at least 20-28 hours per week and work around student's class schedules
13. Responsible, dependable, honest, punctual and mature
14. Friendly, patient, and sensitive to a cultural diversity of students
15. An ability to quickly establish rapport and communicate well with students and faculty
16. Effective computer and other technology skills
17. Comfortable working within a collaborative group environment

Preferred Qualifications

1. Bachelor's degree, preference will be given when scoring all applicants; having earned a bachelor's degree does not guarantee a Learning Assistant position
2. Teaching/tutoring experience, particularly in post-secondary coursework
3. Other relevant work experience that demonstrates either knowledge of the content or the ability to work with students or the ability to communicate ideas effectively

Working Conditions

- Typical open access computer or tutoring laboratory environment; infrequently lifting and carrying items up to 10 lbs.; frequently traveling between classrooms and offices, and/or buildings on campus; frequently listening to and talking with students, faculty and other staff members in person or on the telephone; frequently sitting at a desk
- Immediate supervisor, Academic Success Coordinator; administrative supervisor, Dean of Academics