

# **NORTHLAND PIONEER COLLEGE**

## **Position Description**

<b>JOB TITLE:</b> <b>Learning Assistant, Full-Time</b>	<b>CLASSIFICATION:</b> Non-Exempt	<b>LOCATION: TBD</b> <b>Work Designation: OS</b>
<b>MANAGER/REPORTS TO:</b> Associate Dean of College & Career Preparation (CCP)	<b>OVERTIME ELIGIBLE:</b> Yes	<b># OF DIRECT REPORTS:</b> 0

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

Stationed in the College & Career Preparation (CCP) classroom and the Student Writing Center (SWC), this is an in-person (non-remote) position. During registration periods, the Learning Assistant (LA) administers placement testing, reviews placement scores for appropriate class placement, and helps students enroll in classes. During the semester, the LA assists students with the connected classroom system, administers CCP diagnostic tests, provides tutoring for CCP students, provides Student Writing Center Services, maintains student records in online data platforms, and coordinates data collection and reporting as required by Arizona's Department of Education grants.

### **ESSENTIAL FUNCTIONS:**

#### **Standard Expectations:**

- Proctor testing as needed at assigned location
- Take lead responsibility for collecting and inputting data for ABE grant at assigned location
- Assist students with various educational activities (apply for scholarships, access educational websites/platforms, use academic research databases, etc) while maintaining a positive and supportive attitude
- Work with CCP instructors to support student learning.
- Answer inquiries about High School Equivalency (HSE) requirements and CCP programming.
- Administer CCP assessments (e.g. Test of Adult Basic Education [TABE], Writing Samples).
- Explain assessment scores and correctly place CCP students in appropriate classes.
- Assist CCP students with navigating the CCP program and the larger NPC systems.
- Compile and share relevant data with program staff and partners.
- Maintain data logs as needed (SharePoint, Excel, PDFs)
- Data entry in various data management platforms (SharePoint, Arizona's Educational Database)
- Initiate, manage, and audit student portfolios.
- Work with supervisor and Data Analyst on program reports.
- Provide access to and encourage student usage of CCP and Student Writing Center (SWC).
- Request and document equipment repairs.
- Maintain security of lab and its contents.

- Maintain location's classroom and instructional supplies.
- Maintain and monitor NPC's Personal Care Pantry and supplies.
- Handle inter-campus mailing as needed.
- Attend mandatory program meetings and professional learning opportunities.
- Perform other related duties as assigned.

*The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbents may be assigned other duties, and the essential functions may change from time to time as necessary.*

**Standard Competencies:**

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint) Adobe Products (Docu-Sign/E-Sign), Google Applications (Drive), Slack, Zoom, WebEx, and data management systems.	Advanced
Communication	Ability to communicate effectively with faculty, staff, and the general public. Excellent intrapersonal skills.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Intermediate
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Intermediate
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
Action Oriented	Ability to make decisions and take action.	Intermediate
Confidentiality	Ability to maintain confidentiality.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hearing or listening in the normal range (corrected), and speaking and giving directions.	Basic

**MINIMUM QUALIFICATIONS:**

- High school diploma/HSE and successful completion of 50 or more college-level, general education courses including at least 6 credits each of college English and math. Transcripts of earned credits required with application.
- Word processing and data entry proficiency.
- Experience working with adult learners preferred.

**PREFERRED QUALIFICATIONS:**

- College degree preferred.

**BENEFITS:****Based on College Procedure employees may be eligible for up to:**

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days
- 12 Holiday Days
- 5 Days of Spring Break Leave
- 10-20 Days of Annual Leave (depending on service length)
- 18 Sick Days that can accrue up to 130 Days
- Professional Development Opportunities
- Arizona State Retirement System membership
- Life Insurance
- Long-Term Disability Insurance