

**PERALTA COMMUNITY COLLEGE DISTRICT - July 6, 2007**

**CLASSIFIED JOB DESCRIPTION**

**INSTRUCTIONAL ASSISTANT/WRITING CENTER  
(SEIU Local 1021 Salary Range 041)  
Job Code: 957**

**CLASS PURPOSE**

Under general supervision, assists classroom instructors and other academic personnel in the performance of their duties in a writing center.

**WORK SCHEDULE**

Instructional Assistant position are often less than full-time with a work schedule of five days and less than 40 hours/week. Duties are normally performed 10, or 11 months in a year, but 12 month assignments are possible based on the college's requirements. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Assists in the coordination of the writing center, including providing support in processing departmental documentation and student progress reports.
- Assists instructors in the orientation of students into the James W. Oliver Community Writing Center.
- Assists instructors in the operation of instructional technology.
- Answers student's questions and clarifies instructional materials and assignments.
- Assists and works with individuals and small groups of students.
- Explains concepts, principles and terminology to students as needed.
- Instructs in procedures and use and upkeep of equipment.
- Receives, inventories and stores supplies and equipment.
- Performs a variety of clerical duties such as maintaining student attendance and other records.
- Operates personal computers utilizing computer-assisted instruction, word processing, spreadsheet programs, the Internet and e-mail.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

1. Successful completion of two (2) years of college with emphasis in writing and composition (English); or an equivalent combination of training and qualifying experience that could likely provide the desired knowledge, skills and ability to perform the duties of the position. (Must submit a copy of college transcripts with application.)
2. Knowledge and proficiency in the operation and use of personal computers utilizing word processing software programs.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

## **DESIRABLE QUALIFICATIONS**

- Knowledge of general tutorial practices and instructional procedures.
- Ability to establish cooperative working relationships with instructors, tutors and students.
- Ability to work with students of varying abilities and backgrounds.
- Energetic and self-motivated.
- Possess excellent interpersonal communication skills.
- Possess good organizational skills.
- Ability to operate effectively in an environment of change.
- Familiarity with online learning.
- Knowledge of:
  - subject matter of the field to which assigned, including detailed knowledge and understanding of the curriculum
  - basic development process of instructional packages
  - learning-teaching process procedures and elements and tutoring techniques
  - general instructional procedures and equipment
  - general needs and behavior of students
- Ability to:
  - assist students in understanding and applying basic principles of subject field to which assigned
  - assist with and conduct instructional activities, supervise students, and develop and explain work assignments
  - recognize student progress and take effective measures to enhance continued achievement
  - understand and carry out oral and written directions
  - establish and maintain cooperative relationships with instructors, assistants, and students
  - order, receive, and issue supplies, materials, and equipment

**Job Description:** Instructional Assistant/Writing Center

- maintain records of supplies and equipment

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.

Revised: N/A