Position Summary:

The Learning Assistant III provides learning support and/or study strategies to students and/or faculty in a technology-based environment. Support services may include tutoring, academic coaching, facilitating active learning processes, recommending/developing appropriate learning materials, providing special needs accommodations, providing referrals to appropriate student service areas, and/or providing assistance with learning software and hardware.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Provide instructional assistance/tutoring/academic coaching in a small group or 1-1 format, as directed by the faculty member or lab/learning center supervisor.
2. Support and encourage students to become confident, successful, and active learners by engaging them directly in ways that respond to the diversity of students’ cultural backgrounds, academic needs, and learning styles.
3. Help monitor the classroom/lab/learning center, and interpret needed protocols for students.
4. Encourage communication between student and instructor; refer students to other appropriate services on campus, as needed.
5. Provide equipment/technical/software support to students using computers for academic assignments (computer hardware, lab equipment, etc.).
6. Perform record-keeping and administrative tasks as directed.
7. Prepare and/or update relevant lab/learning center instructional or promotional materials.
8. Keep current with the course(s), discipline content, applicable learning software/hardware, and other materials as required.
9. Act as a resource and mentor to Learning Assistants I and II.
10. Design and lead in-class presentations, lab/learning center orientations, supplemental instruction groups, review sessions, and/or study skills workshops.
Learning Assistant III: Professional Tutor in Writing/Communications, Humanities, Social Sciences, and/or Education

11. Assist subject-area faculty or the lab/learning center supervisor with specific projects and tasks.

Required Minimum Qualifications:

1. Associate Degree in appropriate area or completion of appropriate courses or certificates or documented successful equivalent experience
2. Prior successful employment or equivalent documented experience

 Desired Qualifications:

1. Bachelor’s Degree in writing, communication studies, humanities, social sciences, and/or education
2. Some knowledge of teaching/tutoring theories and practices
3. Excellent verbal and written communication skills
4. Experience in Microsoft Office suite and Blackboard Learn
5. Ability to work effectively and interact positively, professionally, and respectfully with a wide range of constituencies in a diverse community

Note: The College reserves the right to change or reassign job duties, or combine positions at any time