**Learning Assistant I: Peer Tutor/Aide**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Approved Date: 8/27/2015</th>
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<tbody>
<tr>
<td>Reports To: Department Chair, faculty member or lab supervisor</td>
<td>Team: Academic Affairs</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Part-time ☒ Full-time □</td>
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<tr>
<td>Compensation: $10.61</td>
<td>Employee Group: Part-time Variable Schedule</td>
</tr>
<tr>
<td>Contract or Grant Funded: Yes □ No ☒</td>
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**Position Summary:**
The Learning Assistant I provides learning support to students and faculty. Support services may include tutoring, monitoring a lab/learning space, and/or assisting with testing processes. Support may also be technical or logistical in nature, depending upon the department assignment.

**Essential Duties and Responsibilities:**
The following are the functions essential to performing this job:

1. Provide support/assistance/tutoring to students in a small group or 1-1 format, as directed by the faculty member or lab/learning center supervisor.
2. Ready and monitor the classroom/lab/learning center, and interpret needed protocols for students.
3. Encourage communication between student and instructor; refer students to other appropriate services on campus, as needed.
4. Assist with testing processes, as directed by the faculty or lab supervisor.
5. Provide equipment/technical/software support to students using computers for academic assignments or testing.
6. Perform record-keeping tasks as directed.

**Required Minimum Qualifications:**

1. High School Diploma
2. College-level course completion with a grade of B+ or greater
3. Prior employment, volunteer or internship

**Desired Qualifications:**

1. Two or more excellent faculty recommendations and/or professional references that pertain to the specific department or learning center subject
2. Experience in Microsoft Office suite and Blackboard Learn
3. Ability to interact positively and respectfully with a diverse population
4. Ability to maintain a helpful, professional demeanor in a busy learning environment
5. Evidence of dependability, punctuality, organizational skills, and good study skills

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