

## **LEARNING ASSISTANT**

### **CLASS SUMMARY**

Under general supervision, works in an instructional center or lab by providing tutorial assistance, assisting students in the usage of the center, helping with the training of Learning Facilitators, performing clerical and record keeping duties, and other support services as required.

### **REPRESENTATIVE DUTIES**

Tutors assigned students from diverse backgrounds in the content of specific courses and/or study skills on a one-to-one basis or in small groups; assists students, counselors, and in implementing educational plans; conducts examination review and study sessions; works with Learning Facilitators to direct tutoring of assigned students; maintains files on each assigned student on track attendance in the Tutoring Center and class grades to determine progress; meets with counselors, instructors, and/or program directors to report on students' progress; assists with training and mentoring of Learning Facilitators; performs other related duties as required.

### **ORGANIZATIONAL RELATIONSHIPS**

This class generally reports to the Vice President of Academic Affairs but is under the direction of the Instructional Center Specialist in the instructional center or lab. This class also works closely with the students in the instructional center setting.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

Satisfactory completion (grade A or B, depending on departmental requirements) of either Math 140 or higher or English 101, or equivalents; minimum of one year of tutoring experience at the college level; successful completion of tutor training through Level 2, or completion of equivalent College Reading and Learning Association certified tutor training program at another college or university, with Level 3 training to be completed during first semester of employment.

#### **Knowledge and Abilities**

Knowledge of: principles of tutoring at college level; principles of study skills; good written and oral English; record keeping skills; computer skills.

Ability to: establish and maintain effective relationship with students, counselors, instructors, instructional center staff and other staff.