

Technical Assistant - English
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=140633>

Downloaded On: Jul. 11, 2020 8:48am

Posted Mar. 25, 2020, set to expire Jul. 25, 2020

Job Title	Technical Assistant - English
Department	
Institution	Erie Community College Buffalo, New York
Date Posted	Mar. 25, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Humanities - Literature Humanities - English
Job Website	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Technical-Assistant---English_J0000925

Apply By Email

Job Description

Department:

English

Salary/Hourly

\$16.57 Hourly

Union/Position Status:

FFECC NTTP PT

Posting Closing Date:

April 24, 2020 Please note that the posting will close at midnight (12:00 AM) on the posting closing date. This means any applications must be submitted by 11:59 PM the evening before.

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JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performing para-professional tasks assisting the faculty of a Community College. The incumbent's duties are varied and range from setting up equipment in laboratories to tutoring students in developmental centers. The tasks assigned are generally of a supportive nature and may be performed in the classroom, laboratory, research or development center, learning center, or computer center. The work is performed under general supervision of an instructor or other faculty member. Supervision may be exercised over students or clerical assistants; does related work as required.

TYPICAL WORK ACTIVITIES:

- * Assists instructor in classroom and laboratory by demonstrating apparatus, equipment and teaching aids;
- * Administers and/or proctors tests under direction of instructor or other faculty member;
- * Works with students in use of various technical equipment in classroom and laboratory;
- * Tutors students on individual basis in classroom, laboratory or learning center;
- * Assists instructor in maintaining academic records, preparing reports, etc.;
- * Requisitions, maintains and issues supplies and equipment to students and faculty;
- * Maintains inventory of supplies and equipment;
- * Performs routine maintenance on and make minor repairs of apparatus, equipment, and teaching aids.

WHEN ASSIGNED TO ENGLISH DEPARTMENT:

- * Tutors students in reading, writing, and research and study skills;
- * Records students' progress and data pertaining to tutoring and notifies instructors;
- * Interviews, trains and monitors peer tutors;
- * Assists faculty in research and development activities;
- * Oversees and schedules lab personnel (peer and other tutors) and activities in the Lab and elsewhere such as group tutorials, workshops and seminars.

KNOWLEDGE, SKILLS AND ABILITIES:

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Good knowledge of fundamentals of teaching; good knowledge of subjects in the academic area in which assigned; ability to work with and tutor students in academic area in which assigned; ability to work with students and faculty in effective manner; ability to understand and follow detailed oral and written reports; initiative; resourcefulness; reliability; integrity; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Completion of sixty (60) semester credit hours of study in a related field at a regionally accredited college or university.

PREFERRED QUALIFICATIONS

*: *Bachelor's Degree in appropriate discipline is preferred

SPECIAL REQUIREMENTS:

Official transcripts will be required for successful candidates within 30 days of hire.

Contact Human Resources at (716) 851-1840 with any questions.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights

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Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:

Civil Rights Compliance Officer

Tracy Archie, Chief Diversity Officer

Office of Equity and Diversity

City Campus, Room 174, 121 Ellicott Street

Buffalo, NY 14203

(716) 851-1118

For further information on notice of non-discrimination, please contact:

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: <mailto:OCR.NewYork@ed.gov>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact