

Job Title	Instructor Assistant
Department	Adult Education
Reports To	Dean of Adult Education

EMPLOYMENT TERMS:

Part-time - Various

QUALIFICATIONS:

Education	High School Diploma or GED. A postsecondary diploma or an Associate's Degree is preferred.
Experience	A minimum of two years paid work experience in field or related field.
Desirable Skills	Must demonstrate effective communication skills.

PRIMARY DUTIES:

Assists Instructor with classroom presentation. Assists instructor in maintaining an effective learning environment; Completes documentation of student progress; performs various types of clerical tasks to assist instructor; prepares materials, exhibits, equipment and demonstrations; Requests and maintains assigned classroom supplies, materials, and equipment; Tutors and assists individual students in the learning environment; and operates workroom machinery such as fax machine, copiers, scanners, shredders, etc.

APPLICATION DEADLINE: Until filled

Applications are submitted **on-line only** at www.augustatech.edu.

TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resource Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required. (Conducted by Augusta Technical College)

CONTACT

Shirley Rouse, Pre-Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Hourly

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