

Job Title	INSTRUCTOR ASSISTANT
Department	ADULT EDUCATION
Reports To	EXECUTIVE DIRECTOR

EMPLOYMENT TERMS:

(Part-Time) Hourly

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 possess and demonstrate excellent written and verbal communications skills.

PRIMARY DUTIES:

1. Assists instructor with classroom presentations;
2. Assists instructor in maintaining an effective learning environment;
3. Completes documentation of student progress;
4. Performs various types of clerical tasks to assist instructor;
5. Prepares materials, exhibits, equipment and demonstrations;
6. Requests and maintains assigned classroom supplies, materials and equipment;
7. Tutors and assists individual students in the learning environment.
8. Operates workroom machinery such as fax machines, 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. (Will be conducted by Augusta Tech)

CONTACT

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

SALARY

Commensurate with education and work experience.

*A Unit of the Technical College System of Georgia
Equal Opportunity Institution*