

FEDERAL WORK STUDY PROGRAM

Program Assistant - Mathematics

Location: Griffin Campus

Supervisor: Andrea Knapp Hourly Rate:$10.00

Under general supervision, provide assistance to students and instructors while working in the Mathematics Department. This position will provide administrative support to Mathematics Faculty in 813 and provides appropriate information to other employees as needed; delivers complete, accurate and legible messages promptly. Properly responds to all inquiries and requests for information in a courteous and timely manner.

The candidate will serve as a classroom peer aid during MATH 0099S and provide support to students completing homework assignments. The candididate will assist with grading and organization of faculty files and records in the department, assist with the copying and collation of materials necessary for the preparation of class, ensure cleanliness of classroom and computers are shut down after complete of classroom activities, provide administrative support such as typing, filing, ordering supplies, shredding documents, data entry, sorting mail, etc.,and perform other related duties.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to the policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.

Demonstrates an eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

**Minimum Qualifications:**   
Passion for learning helping others to learn. Extensive knowledge of linear, quadratic, exponential and logarithmic functions. Self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills as well as computer skills including Word, Excel, and PowerPoint. Knowledge of proper phone etiquette; professional dress; knowledge of phone system operation; and knowledge of college activities and operations; ability to utilize a copy and fax machine; must be detailed-oriented and organized.

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