

FEDERAL WORK STUDY PROGRAM

 Program Assistant - Mathematics

Location: Griffin Campus Hours- Monday/Tuesday: 5-9pm Thurs-1-3pm

Supervisor: Andrea Knapp Hourly Rate: $10.00

Under general supervision, assist with events/operations of the nonprofit Math for Adults Foundation such as: Promoting events for SCTC students to volunteer at; Coordination of Math Nights; Preparing for Math Nights; Accounting; Grant writing/fundraising; marketing; videography, etc. 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.