

SENIOR COLLEGE STUDENT ASSISTANT

DEFINITION

Under general supervision, assists classroom teachers and administrators with a wide variety of moderately difficult clerical and other non-teaching tasks; assists students in class and group activities; assists in offices; assists in maintenance projects; and performs related work as required.

CLASS CHARACTERISTICS

Positions in this class work under general supervision with only occasional instructions or assistance. Adequate performance requires knowledge of departmental or school procedures and precedents, and ability to choose among a limited number of alternatives in solving routine problems. The duties require the incumbent to be skilled in the area of assignment.

EXAMPLES OF DUTIES

Performs a variety of clerical work such as standard and statistical typing, checking, proofreading, filing, and record keeping. *E*

Serves as an aide to teachers by helping them with the presentation of learning materials by tutoring individuals or small groups of students intensively, by providing proper examples, and by assisting students in understanding assignment subjects. *E*

Assists in overseeing and monitoring students during classroom activities, workshop training, on field trips or during recreation periods. *E*

Assists in a variety of maintenance areas including grounds, custodial, and vehicle maintenance. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. General goals and purposes of public education; and
2. Specific skills related to assignment.

Ability to:

1. Understand and follow oral and written directions;
2. Adapt to the various types of classes, students, and teachers;
3. Communicate effectively with both adults and children;
4. Learn pertinent procedures and functions quickly and apply them without immediate supervision;
5. Perform typing and clerical duties using computers; and
6. Maintain harmonious relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Must be enrolled and completing at least twelve (12) units per semester in an accredited college or university.

WORKING CONDITIONS

Environment:

Indoor and outdoor environment; part time hours which are flexible.

Physical Abilities:

Dexterity of hands and fingers to operate a typewriter; seeing to read to students; sitting or standing for extended periods of time; lifting and carrying tools and equipment; and hearing and speaking to exchange information.