



Position Title:	Instructional Assistant II		
Reports To:	Title V-Project ACE Coordinator		
Department:	Title V-Project ACE	Job Code:	4803
Prepared By/Date:	Jennifer C. Brito/11-04-2009	Job Group:	SNE
Approved By/Date:	Michelle Thomas/11-05-2009	Salary Grade:	10
Revised:		FLSA Status:	Non-Exempt

Summary:

Participates in the implementation of Project ACE and in daily student services. Directly assists with logistics related to Project ACE instructional and research activities.

Essential Duties and Responsibilities:

- Assists the Project ACE staff in program logistics and evaluation.
- Plans and organizes Project ACE materials for learning activities by making copies, placing book orders, obtaining supplies
- Assists in the counseling and advisement process by helping students to become familiar with Project ACE courses and academic requirements.
- Fills out forms related to Project ACE administration for each academic term.
- Answers routine questions and refers students to appropriate professional services.
- Serves as a referral source to other campus services.
- Assists in the development of faculty workshops, student workshop, and any other educational media materials for Project ACE.
- Performs the duties of Instructional Assistant I's as required and other duties related to the academic program and student success.

Knowledge, Skills and Abilities:

- Knowledge of college organization: admission, academic regulations, programs of study and departmental regulations.
- Knowledge of college activities and special programs, college regulations, testing, counseling and advisement services.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to maintain effective interpersonal relations with students, faculty and administration
- Ability to follow oral and written instructions.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Two (2) years of college and two (2) years of related work experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name