

October 29, 2010  
Revised: January 26, 2011

## **PART-TIME GED LAB ASSISTANT/ASSESSOR**

Provide assistance to the director and coordinator with recruitment, instructional support and data collection.

### **RESPONSIBILITIES**

- Provide support to the ICRP program staff and students
- Work with students under the direction of the instructor
- Assist with direct/small group instruction and individualized tutoring
- Assist with recruitment, orientation and registration; maintain documentation
- Perform support services for the program; attendance records, progress testing, grading, maintain student information, filing portfolios, etc.
- Data collection and reporting
- Track students' progress using Aztec, TABE testing and other data as needed
- Attend required staff development
- Other duties as assigned

### **QUALIFICATIONS**

- High school diploma; Associate's degree or higher preferred
- Experience working with students, preferably with adult learners in a community college setting, tutoring and computer-assisted instruction
- Experience in a state/funded program preferred
- Experience with general office supplies; computers, fax, reproduction
- Strong computer skills, data collection and technology/software learning programs
- Excellent written and oral communication skills
- Clerical experience

### **SALARY**

\$10.00 - \$ 15.00 per hour. 15 - 19 hours a week. For duration of 2010-2011 grant period program sessions only. This position is funded by a grant.

### **APPLICATION PROCESS**

Interested candidates should send a resume, completed Midland College application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing the responsibilities, qualifications and how the candidate meets the desired characteristics. Applications should be sent to:

Zaira Valeriano  
Director of Human Resources/Payroll  
Midland College  
3600 N. Garfield  
Midland, Texas 79705  
(432) 685-4532

**Midland College Is an Equal Opportunity Employer**

**This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.**