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| **Job Title** | Instructional Aide |
| **PVN ID** | LA-1807-002584 |
| **Category** | Instruction and Social Service |
| **Location** | LAGUARDIA C. C. |
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| **Department** | Adult and Continuing Education Division |
| **Status** | Full Time |
| **Salary** | Depends on qualifications |
| **Hour(s) a Week** | 35 |
| **Closing Date** | Sep 03, 2018 (Or Until Filled) |

## General Description

LaGuardia Community College's Division of Adult and Continuing Education is seeking a full-time (35 hours per week) Instructional Aide to provide services to students enrolled in the US Department of Labor funded program. LaGuardia TechHIRE Open Code provides training for young adult and incumbent workers to enter into employment as web developers, software developers, and computer network support specialists. The LaGuardia TechHIRE Open Code Instructional Aide will work under the supervision of the LaGuardia TechHIRE Open Code Program Coordinator and in conjunction with the LaGuardia TechHIRE Open Code team.

**Key responsibilities**

- Assists in recruiting, screening, and enrolling participants using established guidelines
- Greets and provides information to students in-person, by phone and by e-mail
- Develops student recruitment strategies and prepare and deliver information sessions to prospective students
- Conducts outreach to organizations who can provide participant referrals
- Work collaboratively with other departments to ensure goals are met
- Attends meetings, conferences, and career fairs and career focused events appropriate to the goals of the program
- Produces public information materials and assist with document preparation for marketing materials
- Manage training program calendar and communications regarding calendar with program instructors and students
- Maintains records for students involved in the off-site learning experience with partner organizations
- Oversees the development of course schedules and class scheduling
- Prepares and maintains student files
- Collects, prepares and distributes instructional materials;
- Assists in administering diagnostic tests or may proctor examinations;
- Keeps records, takes attendance
- Reserves space for classes

- Grades papers using a grade key
- Attends staff meetings and actively participates in staff development activities
- Other duties as assigned

## Other Duties

## Qualifications

- At least one (1) year of paid experience working with educational or non-profit programs, experience working with a college institution preferred
- Ability to organize diverse activities and manage multiple projects at once, observing schedules, budgets, and policies
- Ability to work with diverse groups and provide excellent customer service
- Some experience working with students or in a client/customer facing role preferred
- Excellent oral and written communication skills
- Excellent interpersonal and organizational skills
- Must be highly proficient in a number of software programs including the Microsoft Office suite and have solid technology skills
- Must be detail oriented