

## **Colorado Mountain College**

### **Position Description**

Title: Teaching Assistant II, non-instructional, Part-time, Maximum 28 hours per week  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Rate: \$29.30 per hour

#### Primary Responsibility

Under the direction of the Assistant Dean of Instruction and lead faculty, the Teaching Assistant II will work in concert with faculty to provide quality learning experiences for students and help with the operations of the program courses. The Teaching Assistant is responsible for organize classroom materials for instruction, inventory program materials and monitor supplies, prepare course materials for instructors and receive materials for cleaning and organization post course. The Teaching Assistant will also complete checklist of course prep materials for each instructor as needed, complete hourly time sheet as required, and inform program personnel of equipment, resource, or materials deficiencies. This is a part-time position which is limited to 28 hours per CMC's workweek. CMC's workweek is Saturday through Friday.

#### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position, 3 year related work experience or vocational school or technical program beyond high school, at least 2 year as a teaching assistant or similar experience, administrative and/or project coordination with related coursework experience preferred or equivalent education and experience.

Special Skills or abilities directly applicable to the position: Teaching Assistants are expected to have a basic understanding of the language acquisition skills taught by the instructors, as well as strategies to work with students. The position should enjoy working directly with students, embrace a lively work environment, and be consistently punctual and reliable.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

### Essential Duties

1. Engage learners with activities and tasks to promote their understanding of content.
2. Communicate with learners about progress toward goals.
3. Assist faculty with designing and facilitating learning activities to engage groups.
4. Gather student information paperwork and submit to instructor
5. Other duties as assigned

### Supervision Received

This position works within the framework of responsibilities but may require guidance at times.

### Supervisory Responsibility

Position has no supervisory responsibility.

### Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. Evening hours may be expected.

### Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally. Work is performed in a classroom with students.

HR Reference Information:	
Position group and code:	
Date of review:	02.24

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.