

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: INSTRUCTIONAL AID I
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

General office, learning and testing assistance for assigned division or department.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Additional training or experience desirable.
2. Years of experience in field: Some experience in working with the beginning student in a learning lab situation.
3. Special skill or abilities related to position: Ability to work with minimal supervision. Computer skills. Skill in use of various equipment used in learning lab setting. Knowledge of the work in the area. Positive human relation and communication skills.

ESSENTIAL JOB FUNCTIONS:

1. Help students to achieve special skill-level competencies on an individual or small group basis; both in classroom, lab or shop assignments.
2. Assist in setting up instructional or lab materials and equipment. Assist in maintenance, storing and inventory of equipment and supplies.
3. Assist instructor in administering and grading tests and homework assignments.
4. Aid in selecting, ordering and instructing in use of materials and equipment for a specific program or class.

ESSENTIAL JOB FUNCTIONS (Continued):

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

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.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office and classroom environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: As assigned by supervisor

SUPERVISOR OF POSITION: Division Dean or Department Head designated at time of hiring/vacancy announcement