

# Howard Community College

## Workstudy Job Description

---

<b>Job Number:</b>	202
<b>Job Title:</b>	Instructional Assistant
<b>Department Name:</b>	Faculty Development and Instructional Media
<b>Supervisor Name:</b>	Amy Chase Martin
<b>Supervisor Phone #:</b>	443-248-4352
<b>Supervisor Email:</b>	<a href="mailto:acmartin@howardcc.edu">acmartin@howardcc.edu</a>
<b>Employer Address:</b>	CL270, 10901 Little Patuxent Pkwy, Columbia, MD 21044
<b>Location Student Will Work</b> <i>(If Different from Above):</i>	

<b>Job Description and Responsibilities</b> <i>(include job purpose):</i>	<p>The instructional assistant supports the faculty development and instructional media team and has a number of different responsibilities <b>depending on their skills and interests</b>. Our team's role at HCC is to help faculty improve the teaching and learning experience in the classroom. The assistant's role may include:</p> <ul style="list-style-type: none"> <li>• Take and add photos our website (CTEFaculty.com)</li> <li>• Review technical documentation and test it for accuracy</li> <li>• Provide classroom support to students during instructor-led workshops</li> <li>• Create/edit/narrate instructional videos</li> <li>• Organize and prepare workshop materials (scanning, photocopying, etc.)</li> <li>• Develop marketing emails, flyers and videos</li> </ul>
---	--

<b>Qualifications / Experience Required:</b>	<p>Strong communications skills. Strong attention to detail. Familiar with Microsoft Office software. Excellent customer service skills. Willingness to learn. <i>No prior experience in web design or training required.</i></p>
--	---

<b>Grade Level</b>	2
<b>Hourly Wage</b>	\$13.00 (Year 1) \$13.25 (Year 2)