

# Howard Community College

## Workstudy Job Description

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<b>Job Number:</b>	310
<b>Job Title:</b>	Instructional Assistant
<b>Department Name:</b>	Continuing Education
<b>Supervisor Name:</b>	Elizabeth Watson
<b>Supervisor Phone #:</b>	443-518-4102
<b>Supervisor Email:</b>	Ewatson2@howardcc.edu
<b>Employer Address:</b>	Howard Community College Main Campus – Hickory Ridge Building
<b>Location Student Will Work</b> <i>(If Different from Above):</i>	

<b>Job Description and Responsibilities</b> <i>(include job purpose):</i>	<p>CORE is a program for adults with developmental disabilities that runs Monday through Friday from 3 to 6pm. We can be flexible and hire someone if they can only at least do 3 of the 5 days. The main purpose of this job is to assist the instructor in the classroom. The individual will work with students helping them with basic math and reading. The individual must be willing to learn about individual who learn differently.</p> <p>During remote operations, class runs Monday through Friday from 3 to 4:30 pm. Hours will increase as the college moves from remote operations to more in person classes. In remote operations, the instructional assistant will join the Zoom class and help the instructors support students. The instructional assistant may also be asked to assist the program manager with office work.</p>
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<b>Qualifications / Experience Required:</b>	<p>Excellent interpersonal and listening skills. The ability to follow directions and to take the initiative to anticipate the needs of the students. It is expected that this individual will be a role model for our students by modeling appropriate work communication, attire, attitudes, and behavior. The assistant must be punctual and be sure to notify the program manager and instructor if they need to be absent.</p>
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<b>Grade Level</b>	3
<b>Hourly Wage</b>	\$13.50 (Year 1) \$13.75 (Year 2)