

# Howard Community College

## Workstudy Job Description

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<b>Job Number:</b>	314
<b>Job Title:</b>	English Language Center Teacher Assistant
<b>Department Name:</b>	Continuing Education - ELC
<b>Supervisor Name:</b>	Kathie Martin
<b>Supervisor Phone #:</b>	443-518-4381
<b>Supervisor Email:</b>	kmartin@howardcc.edu
<b>Employer Address:</b>	HR-200H, 10901 Little Patuxent Pkwy, Columbia, MD 21044
<b>Location Student Will Work</b> <i>(If Different from Above):</i>	Assist online as needed via Zoom.

<b>Job Description and Responsibilities</b> <i>(include job purpose):</i>	Play a vital role in the English as a Second Language classroom to provide instructional support. Work with the teacher to model authentic English communication, aid teachers in the delivery of the lesson, work with designated students who need additional help, and serve as the "American culture expert". Needs to be flexible and undertake other tasks as they arise, such as facilitating teacher-student communication, updating CANVAS course site, etc. This position acts as instructional support.
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<b>Qualifications / Experience Required:</b>	Must be a native or native-like speaker of English. Must have very good communication skills. Must be comfortable with international students and different cultures. Must be able to work independently and have good teaching/leadership skills. Education majors preferred.
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<b>Grade Level</b>	3
<b>Hourly Wage</b>	\$13.50 (Year 1) \$13.75 (Year 2)