

POSTING DETAILS	
Posting Number:	1144
Position Title:	Instructional Assistant – Math Assistance Center
Reports To:	Interim Provost
DBM	B24
Type of Position:	Classified
Assignment Description:	This is a non-exempt, .75 FTE position.
Salary:	Base pay starts at \$20.24 hourly
Type of Benefits:	<ul style="list-style-type: none"> <li>Medical, dental (with orthodontia), vision</li> <li>Life, Long-term disability</li> <li>State PERS retirement</li> <li>Tuition Waiver</li> <li>Employee Assistance Program</li> </ul>
Other Benefits (if applicable):	<ul style="list-style-type: none"> <li>Employees and eligible dependents receive a tuition waiver and free use of our fitness facility.</li> <li>In addition to mandated retirement program participation, the college provides options for voluntary 403(b) savings participation.</li> </ul>
Department:	Instruction - Mathematics
Job Summary/Basic Function:	Under general supervision, in a lab setting, provides instructional assistance to students in mathematics, Physics, and other courses with analytical concepts. This includes those with physical challenges, skill deficiencies and/or learning disabilities in math and analytical barriers. Supports student efforts in math courses and provides guidance to students for study habit improvement.
Essential Duties:	<ol style="list-style-type: none"> <li>Provides instructional support to students requiring assistance in mathematics. Explains concepts, answers questions, counsels, and supports students in mastering mathematical skills.</li> <li>Provides instructional support to students requiring assistance in physics, business, technology, and other courses which require analytical problem solving. Explains concepts, answers questions and supports students in mastering analytical skills.</li> <li>Assists students in use of technology required by math, physics, and other courses, which includes the use of the TI-84 calculators, equation editor in Microsoft Word, graphing, formula, and tabulation features of Microsoft Excel, Desmos, and Graph software.</li> <li>Assesses student progress and counsels students individually concerning their educational progress in math and other analytical concepts. Informs instructors of student progress.</li> <li>Employs a trauma-informed approach to addressing students’ analytical anxieties and related emotional barriers which inhibit student success.</li> <li>Orient new students to lab including explaining procedures, providing materials, and performing initial assessments to assess students' situations.</li> <li>Assists in maintaining inventory of supplies, materials including computer software and ordering necessary materials and supplies for instructional activities according to established procedures.</li> <li>Compiles and/or develops instructional materials for incorporation into academic assistance sessions.</li> <li>Oversees and recruits temporary and student instructional assistant employees.</li> <li>Functions as an instructional assistant in the developmental math classroom outside of Math Assistance Center (MAC) hours.</li> <li>Administers, corrects, and discusses exams on behalf of instructors.</li> <li>Provides simultaneous assistance for various levels of mathematical and STEM-related concepts to multiple students.</li> <li>Performs other duties of a similar nature or level consistent with established procedure.</li> </ol>
MINIMUM QUALIFICATIONS	
Education and Experience:	Bachelor’s degree in math or a related field (such as physics/engineering) and one or more years of instructional experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.
Knowledge, Skills and Abilities Required:	<p><b><u>Knowledge Required</u></b></p> <ul style="list-style-type: none"> <li>Knowledge of methods, techniques, and practices of effectively instructing students in mathematical and analytical concepts in individual and classroom settings and evaluating progress.</li> <li>Knowledge of the methods, techniques and applications of equipment utilized in instructional areas. This includes Word’s equation editor, graphing, tabulation, and formula features in Excel, graphing in Desmos and Graph software, and advanced uses of TI-84 calculators.</li> <li>Knowledge of mathematical and analytical concepts at the post-secondary level.</li> <li>Knowledge of mathematical and analytical concepts taught at the lower division collegiate level.</li> </ul> <p><b><u>Skills Required</u></b></p> <ul style="list-style-type: none"> <li>Skill in the use of computer equipment and software.</li> <li>Skill in communications, interpersonal skills as applied to interaction with faculty, staff, and students, particularly in providing instructional assistance and information.</li> <li>Proficiency in virtual and face-to-face instructional assistance in both individual and group settings.</li> <li>Possesses the emotional skill set necessary for guiding students through math and analytical anxieties to ensure student success.</li> <li>Knowledge and proficiency for navigating and utilizing learning management systems and eLearning.</li> </ul>

	Clatsop Community College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who understands, and has experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.
Posting Date:	11/14/2023
Special Instructions to Applicants:	VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215.
TO APPLY, PLEASE SUBMIT THE FOLLOWING:	
Optional Applicant Documents:	EEO Form (For HR data collection only) Other documents in support of your application
Required Applicant Documents:	Resume Cover letter Answers to supplemental questions Unofficial transcripts
CLOSING DATE:	Open until filled with first review of applications on November 28, 2023