



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Learning Assistant – Project SHELL

- Position Title:** Learning Assistant (6 positions at area schools)
- Contract Term:** Regular school year schedule with limited summer hours for camps
- Accountable To:** Project SHELL Director
- Salary:** Associate Degree OR 60 completed credits – No Experience -- \$18.00/hr
Associate Degree OR 60 completed credits – Experience -- \$20.00/hr
Bachelor Degree - \$25.00/hr

Summary of Position: Facilitate learning as a guide and a coach to assist students to become successful, independent learners. Provide individual and small group tutoring to students by integrating effective study and learning strategies to maximize the student's potential for academic success. Responsible for tutoring students, researching and assisting with the implementing ways to improve the program, and attending meetings and training sessions. To meet with coordinator to plan appropriate support for students, which in most instances will require the learning assistant to participate directly in the classroom during scheduled course sessions.

Roles and Responsibilities:

- Work cooperatively with school staff members to deliver a cohesive and effective program that responds to the needs of the student.
- Provide individual and small group tutoring and learning sessions.
- Learning Assistants must participate in training sessions and professional development.
- Learning Assistants are responsible for keeping up with material by developing a full working knowledge of academic skills development materials and strategies.
- To provide extraordinary customer service.
- Maintain a professional, courteous attitude and demeanor in all instances when working with students, and when acting as a representative for TMCC in the Learning Assistants official capacity within the community.
- Maintaining accurate and current documentation concerning student contact and progress by maintaining a time and activity log.
- Read and communicate using Google email; use TMCC's Jenzabar system, effectively search the internet for information, use MS Word and other office software; and technologies and applications.
- Willing to work flexible hours (Fridays and evenings), and other locations when necessary.
- Participate in outreach activities, e.g. presenting information regarding study skills and academic support available to students.
- Respect student's rights to confidentiality and follow legal guidelines regarding information.
- Complete and submit all required reports, data and paperwork as requested.



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- Perform other duties consistent with the position of Learning Assistant that may be assigned by project staff or College administration.

Working Conditions:

- Typical open access computer or tutoring laboratory environment.
- Frequently traveling between classrooms and office or buildings on campus.
- Infrequently lifting and carrying items up to 20 lbs.
- Frequent communicating with students, faculty, and other staff members.
- Frequent sitting.

Required Qualifications:

- Associate degree from an accredited institution, Associate of Science preferred; OR, 60 completed credits.
- Must have a cumulative GPA of at least a 3.0.
- At least one recently written recommendation letter from a faculty member or equivalent resource personnel.
- Available to work at least 20 hours per week and work around class schedules.
- Able to work with students one-on-one and in small groups.
- Able to follow stated policies and procedures.
- Effective written and spoken communication skills.
- Ability to speak, work collaboratively and present information in a group setting.
- Ability to adapt to different personalities and environments quickly.
- Ability to quickly establish rapport and communicate well with students and faculty.
- Responsible, dependable, honest, punctual, mature, self-motivated and resourceful.
- Friendly, patient and sensitive to cultural diversity of students.
- Must have effective computer and technology skills.

Preferred Qualifications:

- Bachelor's degree.
- Teaching/tutoring experience, particularly in post-secondary coursework.
- Other relevant work experiences that demonstrate either knowledge of the content, the ability to work with students or the ability to communicate ideas effectively.