
This job description is a general statement of the major duties and responsibilities of this position. It contains the facts necessary to describe and clarify the position. More specific additional job related duties may be assigned to this position at different locations in the College.

TITLE: **EDUCATIONAL ASSISTANT II**

CLASSIFICATION: Classified (C-6, unit, exempt)

REPORTS TO: Reports as assigned. Reporting authority varies.

SUPERVISION GIVEN: Student Workers

POSITION SUMMARY: Participates in designing, delivering, evaluating and improving services to students and faculty in support of the learning programs of the College.

PRIMARY DUTIES PERFORMED:

May conduct training sessions for student records.

EF Works with individual students on study skills.

EF Administers tests and reports scores to students.

EF Keeps inventory of supplies and equipment; places orders when necessary.

EF Checks equipment for repair needs and notifies the appropriate persons.

EF Informs students of College and department policies and procedures: informs students of job openings.

EF Helps students with problems and makes appropriate referrals.

EF Supervises student employees in the department.

May attend meetings, serve on departmental committees, and/or attend workshops and special classes.

May operate instructional equipment.

Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS:

Associate's Degree or equivalent and over one (1) year of relevant full-time experience.