



# Trinity Valley Community College

## Job Description

### Instructional Aide

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#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Serves as instructional aide providing program and technical assistance to the director, instructors and students.

#### **REPORTS TO:**

Director of Adult and Continuing Education

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

High school diploma or GED

##### **EXPERIENCE REQUIRED:**

One (1) year experience working with instructors and students. Experience in office administration.

##### **PREFERRED:**

Bilingual

#### **OTHER LICENSES OR CERTIFICATIONS:**

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- |  |                                      |
|--|--------------------------------------|
| • Typing/Data Entry                                | • Attention to detail                |
| • Computer software proficiency – Microsoft Office | • Time management                    |
| • Operating equipment – office or otherwise        | • Organization                       |
| • Written and oral communication                   | • Federal Regulations and Directives |
| • Interpersonal and/or customer service skills     | • Operational Systems and procedures |
| • Public Speaking/Presenting                       | • Compliance Law                     |
| • Basic Math                                       | • Administrative practices           |
| • Leadership/ Management                           | • Advertising/Marketing practices    |
|  | • Website design                     |

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.**

#### **RESPONSIBILITIES:**

- Perform instructional and organizational task for the director.
- Manage the departmental contracts for the instructors.
- Coordinate the departmental monthly payroll.
- Manage the department's student recruitment, retention and recovery programs.
- Manage the department's financial excel spreadsheets with overview by the director.
- Register students for classes and assist with registration activities.
- Assist with supplies and materials.
- Assist director in the management of record keeping, files and filing systems.

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- Assist with reporting and communication with outside entities.
- Assist with purchase orders, accounts payable and invoicing.
- Assist with marketing.
- Assist with the development of departmental schedules including room scheduling.
- Coordinate with other TVCC campuses and departments as necessary.
- Manage web programs
- Manage department websites and social media.
- Manage online proctored exams and proctors exams.
- Assist instructors as needed
- Other duties as assigned by appropriate supervisory personnel.

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Video Monitoring Equipment
- Instructional Equipment
- Fax machine

##### PHYSICAL DEMANDS:

- Requires: Reaching, Standing, Fingering, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work, Computer Work
- Subject to: Walking,
- May need: Stooping
- Occasionally need to: Lifting

##### MENTAL DEMANDS:

##### OTHER DEMANDS:

None

*The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Approved: 7/18/01

Revised: 10/11/2021

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	NC
<b>FLSA Status:</b>	Non-Exempt	<b>TVCC Job Code:</b>	1461
<b>DBM:</b>	A	<b>Travel Required:</b>	Less than 25% of the time
<b>IPDEDS/SOC CODE:</b>	43-6014	<b>Employment Status:</b>	Full-Time
<b>Salary Range:</b>	120	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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