Reading and ESL Center
Student Assistant Job Description

**Hiring Requirements**

As per the San Mateo County Community College District’s Student Assistant Employment Policy, all student assistants must be enrolled in a minimum of six units during the fall and spring semesters. (The one exception pertains to Federal Work Study Students.)

In order to work as a student assistant during the summer session, a student must be

1) enrolled in a minimum of six units during the previous spring semester; and
2) reasonably expected to enroll in a minimum of six units during the subsequent fall term.

**Responsibilities**

Under direct supervision, Student Assistants perform the following tasks:

- check students and materials in and out of the Reading & ESL Center
- show students how to use instructional materials
- enter data into computers
- photocopy materials
- straighten and clean the checkout counter and the Center’s work areas
- file records, answer the phone and perform other clerical tasks

Assistants must be reliable, punctual and responsible. They should inform instructional aides in a timely manner about needed schedule changes.

Depending on the Center’s needs and student availability, assistants usually work 5-12 hours a week as scheduled by the instructional aides and at hourly rates based on the information in the District’s Student Assistant Salary Schedule and Employment Policy.

**Qualifications**

Assistants are often the ones who first greet the Center’s students and help them with check-in procedures. Consequently, Assistants must possess strong people skills. They must be friendly, enthusiastic, respectful, good listeners and effective communicators. They must be able to empathize with people of different ages, backgrounds and abilities and exercise good judgment in various situations.