

## **ESL Center Student Assistant Job Description**

### **Description**

The ESL Center is a space open to students in ESL Courses. These students may use the center to complete required lab hours and assignments, do homework and/or study for tests, and meet with peer tutors.

Student Assistants staff the center as the first line of help for students. They greet students, provide instructional assistance, and perform other clerical and cleaning work throughout the center.

Student Assistants usually work 5–12 hours a week at hourly rates set by the San Mateo County Community College District.

### **Responsibilities**

- ✓ Check students and materials in and out of the ESL Center
- ✓ Show students how to use instructional materials
- ✓ Enter data into computers
- ✓ Check inventory and photocopy handouts
- ✓ Straighten and clean the checkout counter and the Center's work areas
- ✓ File records, answer the phone, and perform other clerical tasks

### **Minimum Requirements**

- ❖ Able to work at the ESL Center for at least 2 semesters
- ❖ Enrolled in a minimum of 6 units for the entire semester

### **Qualifications**

- ❖ *Strong people skills*
  - Friendly, patient, and welcoming to people of all ages, backgrounds, and abilities
  - Approachable and comfortable approaching others
- ❖ *Effective communicator*
  - Strong listening skills
  - Able to concisely and clearly relay information and instructions
- ❖ *Quick learner, proactive, and independent*
  - Learns and continually stays up-to-date on information about ESL Center materials, assignments, and procedures
  - Always looks to see if there is something that needs to be done
  - Works with minimal supervision and without needing constant reminders
- ❖ *Punctual and reliable*
  - Arrives on-time to every shift
  - Provides adequate notice of schedule changes