

# McDOWELL TECHNICAL COMMUNITY COLLEGE

## Job Description Form



Division/Department	Distance Learning
Job Title	Distance Learning/ Instructor Assistant
Reports to	Coordinator of Distance Learning – Joan Weiler

Level/Grade	Type of position: <input checked="" type="checkbox"/> Part-time Temporary	
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Revision Date	07/18/22
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### GENERAL RESPONSIBILITIES

Performs several duties to provide clerical assistance within a small work unit or sub-unit of a larger department of instructors. Instructions are given and most tasks are routine. Minor student assistant may be solved by the employee; all others are referred to the supervisor/instructors. The employee in this position receives direct supervision. Individual will need to have initiative and self-direct skills.

### SPECIFIC RESPONSIBILITIES

- Clerical tasks (filing, shredding, copying)
- Ability to operate standard office, word, excel, and data processing equipment
- Greet students, instructors, and associates
- Assist/direct office visitors
- Answering phone calls and directing to appropriate department taking and delivering phone messages
- Effectively communicate with students and instructors
- Responds to general inquiries or requests
- Assists in a variety of school operations; performs special projects and assignments as requested
- Assists instructors with documentation, prepares/compile reports, and standardized records in online classes for instructors
- Gather, assembles, and summarizes information and data
- Maintaining files
- Uses general office machines such as copiers, calculators, etc
- Ability to maintain confidentiality
- Sets up and maintains digital files for instructors
- Keyboards materials from exact copy with proficiency
- Keyboards materials from rough copy or brief notes into draft form
- Screens inquiries to identify simple ones to answer and ones to refer to another staff members
- Performs other related duties as assigned by instructors, DL, and Dean
- Ordering instructor and co-worker office supplies, distributing items in supply room

### QUALIFICATIONS

Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.