

## **PT Adult Education Paraprofessional (Cross County-Wynne, AR)**

**Immediate Supervisor:** This position reports directly to the Director of Adult Education, but works in tandem with their respective Cross County Instructor.

**General Description:** This is a part-time grant-funded position day position with occasional evening hours (28 hours per week) at ASU Mid-South campus and off-site locations. The Adult Education provides individual and small group tutoring to adult education students and assists students in improving academic achievement by meeting with them on a regular basis to clarify learning problems and work on study skills. Other assistance might include: reviewing class material, predicting test questions, and administering program assessments.

### **Responsibilities:**

- Provides academic assistance to the assigned student, either in a group or individual setting.
- Assists students in achieving a better understanding of a specific subject area and with improving academic capabilities in designated areas.
- Attends periodic training or orientation sessions as required by the faculty or administrator.
- Provides evaluations and other reports as requested.
- Documents student progress.
- Assists students with the development of study skills necessary for academic success.
- Helps foster positive attitudes toward learning and studying.
- Motivates and supports students' achievement and success.
- Establishes and maintains rapport with the assigned student(s).
- Serves as a role model for students receiving services.
- Fosters an inclusive learning environment.
- Assists with employability skill groups.
- Assists with student retention efforts.
- Performs other duties as assigned

**Qualifications:** High school diploma required; associate degree preferred.

**Salary:** Per hour rate commensurate with education, experience, and credentials.

### **Required Application Materials:**

- a letter of interest specifying the position sought,
- a completed ASU Mid-South application for employment including contact information for three professional references who can attest to the candidate's qualifications for the position,
- a resume or curriculum vitae, and
- copies of college transcripts relevant to the position of interest.

Please note that ASU Mid-South requires a criminal background check as part of the employment process, as well as a driver's license verification.