

JOB DESCRIPTION

Mt. Hood Community College/Learning Success Center

TITLE: LSC Assistant, Learning Success Center (Federal Work Study)

SUPERVISOR: Director, Learning Success Center

GENERAL RESPONSIBILITIES: This position monitors student use of various Learning Success Center tutoring sites, serves as receptionist for the areas, maintains cleanliness of the areas, and provides general office support for Learning Success Center staff and operations.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

1. Monitor student check-in/check-out of Learning Success Center tutoring sites, assuring students are using proper procedures for computer and/or manual check-in.
2. Serve as receptionist for LSC sites; greet all individuals, answer questions regarding LSC procedures, and offer general college information.
3. Provide assistance to students and instructors in computer lab regarding hardware and software operations.
4. Direct flow of tutors to students, inform students if there will be a long wait for services, and remind students of rules for use of various sites.
5. Schedule tutoring appointments for students.
6. Maintain cleanliness and order of LSC sites; restock handouts, forms, instructional and office supplies, etc. as needed.
7. Perform data entry as needed.
8. Manage book and calculator checkout following set procedures.
9. Maintain familiarity with Computer Skills lab instructional software.
10. Assist the Learning Success Center Director and other staff with special projects as requested.

MINIMUM QUALIFICATIONS:

1. Excellent communication skills
2. Working knowledge of MS Office Suite and Windows
3. Reliable and independent worker
4. Previous office experience helpful
5. Positive attitude

QUALIFICATIONS DESIRED:

1. Completion of CS120 and CS120L or equivalent

SALARY SCALE:

\$10.00 per hour

Application – LSC Assistant

Learning Success Center • Mt. Hood Community College
 26000 S.E. Stark St., Gresham, Oregon 97030 • 503-491-7108

PLEASE PRINT

Name

Date

Phone # home: work: cell:

Email

MHCC ID#

Work study award amount:

How long have you been studying at MHCC?

Are you currently working elsewhere on campus? yes no If yes, where?

If yes, how many hours?

Availability:

Please check all the times you are AVAILABLE to work. Shifts for LSC Assistants begin 15 minutes prior to scheduled opening times and end 15 minutes after scheduled closing times.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:30 – 9:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9:00 – 9:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9:30 – 10:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10:00 – 10:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10:30 – 11:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11:00 – 11:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11:30 – 12:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12:00 – 12:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12:30 – 1:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1:00 – 1:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1:30 – 2:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2:00 – 2:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2:30 – 3:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3:00 – 3:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3:30 – 4:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4:00 – 4:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4:30 – 5:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5:00 – 5:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5:30 – 6:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6:00 – 6:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6:30 – 7:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Interview Questions for LSC Assistant

Why are you interested in working in the Learning Success Center?

What computer skills do you possess that you feel would make you a successful LSC Assistant?

What personal qualities do you possess that you feel would make you a successful LSC Assistant?

Describe the work experiences (informal/unpaid okay) that have prepared you for this position.

Software Skills – LSC Assistant

Please mark the software that you are familiar with, and please add any that are not on the list at the bottom. If you have expert skill with a software title, please indicate that. This sheet will help us schedule training, so we can help students more efficiently!

MS Office:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Publisher
- SIMNet

Browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Internet Explorer

System Basics:

- Windows 7 Operating System
- Windows 8 Operating System
- Windows 10 Operating System
- Mac OSX
- Other? _____

Online Classes:

- Blackboard/Web CT
- MyMHCC Portal

English Language, Basic Skills Software

- Focus on Grammar- Beginning and Intermediate
- Futures
- Side by Side
- Ventures Arcade

Academic Websites

- Cengage Brain
- Khan Academy
- WileyPlus

Miscellaneous Applications

- NutriCalc

Programming:

- Microsoft Visual Basic

Other Software/Hardware Experience or Skills: