



Position: Accounting Lab Assistant

Department: Business Math and Technology

Employment type: Part-time, 20 hours or less

Overview: As a member of the PVCC Community, the Accounting Lab Assistant enforces the lab area procedures and use of the equipment, software, hardware and peripherals. The assistant helps students navigate the accounting software(s). The Accounting Lab Assistant has successfully completed courses within the accounting program and with the instructor's approval, can tutor students, maintain order within the lab, and perform other assigned projects at the discretion of the instructor(s).

Work Schedule:

Job Duties and Required Competencies:

Career & Self-Development

- **Skills:** Proactive approach to personal and professional learning; awareness of strengths and areas for development.
- **Tasks:**
 - Discuss goals with instructor for your future career objectives throughout the work experience.
 - Articulate your strengths and weaknesses to pursue a career in field.
 - Seek out learning opportunities and complete research as needed

Communication

- **Skills:** Strong written and verbal communication skills; ability to provide clear and effective instructions.
- **Tasks:**
 - Identify and communicate potential issues prior to student utilizing facility or materials.

- Communicate with instructor and students to address needs and meet expectations.
- Communicate with instructor after each class/lab learning outcomes and challenges with students as necessary.
- Work with students to understand principles of data entry, transactions, general ledger and payroll accounting, bank reconciliations, etc.
- Meet weekly with instructor to understand upcoming learning objectives and proposed assignments to prepare in advance of class/lab.

Critical Thinking

- **Skills:** Ability to analyze and interpret information to make decisions and resolve issues.
- **Tasks:**
 - Work with students with varied technological experiences to support understanding accounting software and data entry procedures.
 - Assist multiple students in the accounting lab adhering to the institution's policies.
 - Meet with instructors to understand which projects will be instituted in class and will require time and materials in the lab in advance of sessions.

Equity & Inclusion

- **Skills:** Inclusive and equitable engagement with diverse populations; advocacy for inclusion and equity.
- **Tasks:**
 - Work equitably with everyone. Be open to differing opinions and cultural norms from your own.

Leadership

- **Skills:** Creating an environment of working together as team.
- **Tasks:**
 - Maintain a professional attitude at all times when interacting with students.
 - Identify different learning styles that might be beneficial to a student and recognize how to apply various learning methods.

Professionalism

- **Skills:** Effective work habits; acting in the interest of the larger community and workplace.
- **Tasks:**
 - Demonstrate appropriate business conduct at all times.
 - Complete projects assigned by the supervisor in a timely manner.
 - Uphold PVCC College policies and procedures.
 - Arrive to the lab in advance and stay after class, to prepare the lab prior to class and clean up afterwards.

Teamwork

- **Skills:** Collaborative work within a team; building and maintaining positive working relationships.
- **Tasks:**
 - Interact with students to share knowledge and resources and support learning.
 - Maintain order in the lab at all times.

Technology

- **Skills:** Assist and support learning of tech skills and techniques of product.
- **Tasks:**
 - Share working knowledge of the software program(s) available for completing accounting assignments.

Additional Responsibilities:

- Perform tasks as assigned by the instructor, including special projects and additional support as needed.

Required Qualifications:

- Successful completion of accounting courses and approval from the instructor.
- Familiarity with accounting software and lab procedures.

Additional Considerations:

- Experience in tutoring or assisting in educational settings.
- Advanced knowledge of accounting software and data entry procedures.

By fulfilling these responsibilities, you will contribute to creating an equitable and supportive learning environment in the Accounting Lab, enhancing students' educational experiences, and gaining valuable experience in student support and academic assistance.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu