



**Position:** Business Teaching Assistant

**Department:** Business Math and Technology

**Employment type:** Part-time, 20 hours or less

**Overview:** As a member of the Business Math and Technology Division, the Business Teaching Assistant supports lower level business courses and tutor assigned students. The teaching assistant has successfully completed the same course and with the instructor's approval, assist during class and outside of the classroom as a tutor to students assigned by the Business instructor.

**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 learning outcomes and challenges with students as necessary.

- Learn, understand, communicate information about learning concepts and material uses, procedures, projects, and outcomes.
- Meet weekly with instructor to understand upcoming learning objectives and proposed assignments to prepare in advance of class.

### ***Critical Thinking***

- **Skills:** Ability to analyze and interpret information to make decisions and resolve issues.
- **Tasks:**
  - Work with students with varied concepts and technological experiences to support understanding learning objectives.
  - Assist multiple students in the classroom 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 classroom 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 classroom in advance and stay after class, to prepare materials 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 to support learning.
  - Maintain order in the classroom at all times.

### ***Technology***

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

### ***Additional Responsibilities:***

- Assist with course-related administrative tasks as needed.
- Provide feedback to the instructor on student progress and classroom challenges.

### ***Required Qualifications:***

- Successful completion of the same course or equivalent.
- Strong understanding of business concepts and procedures.
- Good communication and organizational skills.

### ***Additional Considerations:***

- Ability to adapt to varying teaching methods and student needs.
- Willingness to work flexible hours as needed.

**By fulfilling these responsibilities, you will gain practical experience in teaching and tutoring, contribute to the success of the Business program, and develop valuable skills in education, communication, and teamwork.**

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