

HELP WANTED: Psychology Learning Center Hourly Part-time Staff

Position description:

1. Check students in and out for Psychology 101 online tests (90% of position)
2. Help students fill out forms and log in
3. Proctor exams – must be willing to enforce Academic Honesty Policies
4. Loan out textbooks and other materials; assist students looking for their grades, calendars, filling out “grade concern forms,” etc.
5. Various errands and clerical duties as assigned

Essential skills:

1. Prompt and reliable
2. Committed to work specified hours for at least fall and spring semesters
3. Flexible with filling in hours if needed
4. Mature adult preferred
5. Able to speak clearly but quietly while giving instructions to students
6. Able to work independently, and make good decisions on your own if necessary
7. Willing to kindly, but firmly, enforce rules
8. Enjoy working with a highly diverse group of students

Required Hours (non-negotiable):

Tuesday and Thursday 9:00 – 1:00, Friday 9:00 – 3:00, Saturday 10:00 – 2:00.

Approximately 20/week. No hours during Thanksgiving, the week between Christmas and New Year’s, and one week breaks in both February and April. Very limited hours during the month of January and summer. This position is renewed semester to semester.

Start date: September 12, 2011 (possibly earlier)

Pay: \$10.00/hour (parking fee is approximately \$7.00/month). No other benefits available.

Contact person: No phone calls please.

Please submit your resume, references, and cover letter to:

Cindy Kindle, Technical Assistant

ckindle@monroecc.edu