

Federal Work Study Opportunity

Instructional Assistant (Foothill STEM Center)

This is a Federal Work-Study Student Position.

Only those with a 2020-21 Federal Work-Study Award Option from the Financial Aid Office are eligible to apply.

Note: Most Federal Work-Study jobs will be done remotely until we are fully back on campus. Be aware that remote jobs will likely end when Foothill Campus reopens in 2021 (exact date currently unknown). While there may be some jobs specifically created for our current remote environment, the vast majority of our remote jobs will continue as on-campus jobs when campus re-opens.

- Most of our employers assume that their student employee will be available to physically work on campus once Foothill Campus re-opens.
- If you will not be available to physically work on campus once Foothill Campus re-opens, be sure to indicate that in your job application email.

Any student doing remote work must be physically located in California while working.

POSITION DESCRIPTION

General Job Description:

Student instructional assistants generally work with instructors in classroom settings, office settings, or in a tutorial capacity. At the higher levels may require demonstration of skill or expertise in the instructional setting.

Specific description for this position:

The STEM Center Instructional Assistant will be assigned to one (or more) class(es) that the Division Office has approved for assignment with the assignment approval of the instructor.

The STEM Center Instructional Assistant is an important part of what the mission of the STEM Center is about: Provide a friendly, comfortable, safe, environment for students to study, receive support, and maximize their chances of excelling in their classes. As such, the STEM Center Instructional Assistants are a critical part of supporting operations that make this possible, including the tasks listed below.

- Assist Instructor and students while class is in session.
- Communicate with Instructor and Students the best days/times to establish Study Sessions.
- Market and socialize your Study Session Schedule to the students of the class you are assigned to, as well as students and Instructors of similar classes.
- Communicate to the STEM Center Office the days/times of your study sessions, so they can be added to the appropriate schedules.
- Provide your Study Sessions via the Learning Resource Center Online Tutoring Service.

- Provide Attendance reports on a timely basis, to the STEM Center Office, for processing by the STEM Center Metrics team, and the Foothill College Instruction and Institutional Research department.
- Apply tutoring principles learned in the Student Tutor Class, to increase effectiveness of your peer tutoring sessions.
- Assist Language Resource Center Online Service as needed, including helping with “Online Front Desk” operations.
- Report any incidents to the Instructor and Supervisor.
- Understand the mission of the STEM Center, complete your assigned tasks, and feel proud of being part for its continued success.

While remote, each Instructional Assistant (Embedded In-Class Student Tutor) must be able to engage in the below 4 activities on a weekly basis:

1. **Class Attendance:** Attend the class you are assigned to. This helps review the material and see what the class is currently studying, get to know the students in the class, and communicate regularly with the Instructor on expectations. Assist Instructor and students in class as needed.
2. **Study Sessions:** Schedule and run tutoring study sessions for the students in the assigned and similar classes. These are held outside of class, for 2-4 hours per week, and scheduled as agreed between Instructor(s) and Instructional Assistant.
3. **Study Session Prep:** Set aside 1-2 hours for Study Session preparation.
4. **Math Tutor Training Class:** Enroll and attend a 1-unit Math Tutor Training class (1 hour each week). This course helps develop tutoring strategies and provides support for the tutor.

When on campus, each Instructional Assistant (Embedded In-Class Student Tutor) must be able to engage in the below 4 activities on a weekly basis:

1. **Class Attendance:** Attend the class you are assigned to. This helps review the material and see what the class is currently studying, get to know the students in the class, and communicate regularly with the Instructor on expectations.
2. **Study Sessions:** Market, schedule, and run tutoring study sessions for the students in your assigned (and similar) classes. These are held outside of class, for 2-4 hours per week, and scheduled as agreed between Instructor(s) and Instructional Assistant.
3. **Study Session Prep:** Set aside 1-2 hours for Study Session preparation.
4. **Math Tutor Training Class:** Enroll and attend a 1-unit Math Tutor Training class (1 hour each week). This course helps develop tutoring strategies and provides support for the tutor.

Minimum Qualifications:

- Must be physically located in California while working
- Must be 18 years old minimum
- Good communication skills
- Understand “Universal Design for Learning” tutoring methodologies
- Good Telephone and video-conference manner
- Welcoming greeting manner when students arrive or leave the Study Session.
- Well-versed on the class-content assigned to
- Work well with Instructors and student teams
- Arrive to class, and to your Study Sessions, in a timely manner.
- Submit required reports to the STEM Center Office, promptly, and with accurate information.
- Flexible with study session days/hours, to accommodate the greatest number of student schedules.

Preferred Qualifications

- Expertise in “Universal Design for Learning” tutoring methodologies
- Has completed the course at Foothill College with a high grade
- Experience in leading study sessions
- Previous tutoring experience
- Has tutored in the assigned (or similar) class previously

This position is for Fall, Winter, and Spring Quarters.

Salary range is posted on Foothill College’s Student Employment Webpage.

HOW TO APPLY

Requirements:

To apply for this job, Foothill College must be your primary school *and* you must have already been awarded your Foothill federal financial aid for the applicable academic year.

Please **DO NOT APPLY** unless you also meet all of the following basic eligibility requirements:

1. You must be **enrolled in at least 6.0 units** at Foothill for the quarter in which you hope to begin work.
2. If you have a GPA at Foothill-De Anza Community College District:
 - Your **cumulative GPA** at FHDA must be at least 2.0.
 - Your **Quarterly GPA** for your most recent quarter of attendance must be at least 2.0 (including at least a 2.0 GPA in your most recent quarter in which you earned at least 6.0 units).
3. You must be in eligible federal financial aid standing.
4. You must have fewer than 180 attempted units at Foothill and De Anza Colleges combined.
5. You must have a Foothill **“Federal Work-Study Option”** entry in your MyPortal **Foothill College Financial Aid Award Letter** for the current academic year.
 - If you do not have this entry and believe you should, email Christine Johnson—see below. You will need to show this entry at the time of your interview.
6. Note: You must be physically in California while performing any work.

If you are interested in *and* meet the requirements for this position, email the hiring supervisor to request an interview:

Hiring Supervisor: Konstatin Kalaitzidis

Email: kalaitziskonstantinos@fhda.edu

In your email subject line, type: **“Application for Federal Work Study Job”** (then add the **title of the position** you are applying for).

Include the following information in your email:

- Some information about yourself (attach a resume if you have one)
- Your student ID number
- Your hours of availability for work in the current/upcoming quarter
- Your phone number, if you are willing to be contacted by phone



If you are hired, your hiring supervisor will instruct you on the next steps to becoming a Federal Work Study employee.

(If you have any questions about the process, email Christine Johnson in the Financial Aid Office (johnsonchristine@fhda.edu). Please include your student ID number.