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| **Student Employment Job Description** | **Student Financial Services**  15 Main Street  Henniker NH 03242  Phone: (603) 428-2226  Fax (603) 428 -2404  Email: [*sfs@nec.edu*](mailto:sfs@nec.edu) |

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| **Job Title: Classroom Assistant** | **Job #: 341W4** |
| **Department: MS CIS** | **Category: (Student)** |
|  | **Pay Rate:$9.00/hr** |
|  | **Date:** |
| **Reports to: Dr. Cindi Nadelman** | **Office Use Only** |

**Position Purpose** To provide assistance to instructors working in technical classrooms. To assist the CIS program in other ways as required.

**Duties & Responsibilities** Assist an assigned instructor in a specific classroom. Work with the Program Liaison and the Program Director as needed. Assist the Help Desk where needed. Assist the program Admin where needed. Be responsible for loading class software into student laptops.

Assist students with homework. Review Discussion Boards. Contact students when issues arise. Assist with social media.

**Position Requirements**

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| * **Skills & Knowledge** * Good communication * Computer skills * Writing skills * Leadership skills * Database design * Web * Basic networking * Some programming * Knowledge of core curriculum | * **Experience** * Previous work experience preferred * At least 1 term in current CIS program | * **Education** * Undergraduate Degree preferred |

Student’s Signature Date

8/27/2022

Supervisor’s Signature Date