

SkillSource
240 N. Mission Street
Wenatchee, WA 98801
509-663-3091
WA Relay 711

Job Description

LEARNING CENTER ASSISTANT

POSITION:	Learning Center Assistant
AREA:	Chelan and Douglas Counties
OFFICE:	Wenatchee, Washington
SALARY RANGE:	\$17.28 - \$22.84
CLASSIFICATION:	Full Time Non-Exempt Employment
NORMAL WORKING HOURS:	40 hours per week. Employee will follow SkillSource's employment guidelines and procedures.
SUPERVISOR:	Learning Center Manager

POSITION SUMMARY:

The Learning Center Assistant is responsible for providing clerical support to instructional staff, students, and other customers. Clerical support includes, but is not limited to: greeting and directing students and customers, answering phones, registering and enrolling students and customers, developing and maintaining up-to-date student files, initiating and maintaining student and customer communications, and entering and maintaining student and customer data in multiple management information systems.

ESSENTIAL FUNCTIONS

- Frequently answers telephone; regularly greets, directs and refers customers, and responds to inquiries regarding the Learning Center and other SkillSource services and procedures;
- Regularly moves about the Learning Center assisting students with assessments, career information, basic skills tutoring and other support as directed by Instructors;
- Frequently registers and enrolls students in Learning Center programs, applies appropriate federal, state and local guidelines to register and enroll students, collects and compiles enrollment and registration information;
- Regularly develops and maintains up-to-date files on learning center students that contain assessment data, attendance/progress records, contacts, Individual Learning Plans and other information; may assist with daily student attendance records;

- Regularly initiates and maintains communication with students, parents and guardians regarding classroom attendance and progress, contacts absent students and updates contact log daily, sends correspondence as needed.
- Provides clerical and classroom support to Learning Center staff and students, answers phone, directs customers, photocopies and maintains forms and other materials, maintains office/classroom supplies and equipment, and assists with opening and closing the Learning Center as needed.
- Consistently enters and maintains customer data in multiple management information systems and web-based applications, operates several computer applications, word processes documents, prepares and generates reports and other documents such as awards, workshop reminders, letters and others.
- Assists with SkillSource graduation ceremonies and lunch service.

NON-ESSENTIAL FUNCTIONS

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. High School Diploma or GED
2. One year of clerical or office education including data entry, computer applications, and word processing. One year of office or classroom related work experience may be substituted for education.
3. Ability to speak Spanish preferred.

OTHER QUALIFICATIONS

1. Familiarity with and the ability to learn educational software programs including, but not limited to Odysseyware, Schoolinks, and other educational software.
2. Strong verbal and written communication skills.
3. Ability to develop positive relationships with youth, adults, and staff.
4. Strong organizational and time management skills.
5. Ability to learn quickly and multi-task.
6. Ability to work in a fast-paced, time sensitive environment with attention to detail and accuracy.

Completed application and resume required. To apply, complete application and upload resume online at <https://www.skillsource.org/employment>. Position open until filled.

SkillSource is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.