

Job Posting

Job Title College Laboratory Asst 2

Job ID 6049

Location White Bear Lake

Full/Part Time Part-Time

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Job Details**Job Class: College Laboratory Assistant 2 - Language Arts****Working Title: TRIN Lab Assistant**

Who May Apply: Open to all qualified job seekers to apply.

Date Posted: 06/15/2016

Closing Date: 07/15/2016

Hiring Agency/Seniority Unit: Century College

Division/Unit: Academic Affairs TRIN/ESOL

Appointment Type: Part-Time; Seasonal; Academic Year (mid-August through mid-May) ****Note:** this position is not benefit eligible.**

Work Shift/Work Hours: Evening Shift

Days of Work: Monday - Thursday; 4:00pm to 9:00pm

Travel Required: No

Salary Range: \$16.61 - \$23.21/hourly

Job Class Option: Language Arts

Classified Status: Classified

Bargaining Unit/Union: 207/AFSCME

Work Area: TRIN/ESOL

Re-Posting: No

Job Summary

This position's responsibilities include:

- To provide assistance and support for TRIN (Translation & Interpretation) and ESOL (English as a Second Language) instructors in their work with students.
- To provide a source of knowledge and materials to aid students in learning.
- Coordinate and supervise operation of the TRIN and ESOL Computer and Resource lab and Digital Language Lab.
- To provide assistance and support to the TRIN program.
- To provide assistance and support for the TRIN ITV partnerships.

Qualifications

Minimum Qualifications:

- Associate or higher degree in Language Arts or related field; AND
- 1 academic year of teaching/tutoring experience in Language Arts or related field at the high school level or above , OR
- An equivalent combination of education and work experience.

Preferred Qualifications:

- Strong understanding and experience with usage of technology used to support classes.
- Basic understanding of grammar, writing, speaking, listening, reading and study skills methods.
- Computer skills including use of word processing, database, and spreadsheet software.
- Knowledge of recording software (such as Audacity, etc.) and voice calling software (such as Skype, Google +, etc.); knowledge about use of social media in educational environments (such as Facebook).
- Familiarity with ESOL and TRIN curriculum and pedagogy.
- Above average human relations skills, including ability and experience with working with diverse student populations.
- Ability to analyze instructional lab practices and experiments; develop and recommend changes or new approaches to instructors; and offer suggestions to instructors to improve existing lab experiments or to introduce new experiments to overcome difficulties and enhance overall course effectiveness.
- Experience with online learning and interactive television (ITV) technology.
- Working experience in a college setting.
- Demonstrated interest in the field of TRIN and/or ESOL (i.e. enrollment in graduate courses membership in professional organizations, attending professional meetings).

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

Application Details

Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor>.

Why Work For Us

The State of Minnesota offers a retirement plan, vacation and sick leave accrual, and paid holidays each year for this position.

How to Apply

Click "Apply" at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about the position, contact Kim Kocur at kim.kocur@century.edu or 651.779.5819.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.



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