Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Center for Teaching and Learning Assistant (Casual Position, No Benefits)

Department: Center for Teaching and Learning
Reports to title: Director

Full Time: ___ Part Time: ___ x Date Prepared: 8/6/19

Job Group & Level: N/A Regular Daily Work Schedule: to
Pay Type: Weekly ___ Monthly ______ Months Per Year: ______ Hours Per Week: ___
(Summer Months) Months Per Year: ______ Hours Per Week: ___

1. Summary of Position:

The Center for Teaching and Learning Assistant provides administrative support for the Center for Teaching and Learning (CTL), assisting with CTL internal and external communications, and coordinating events and programs.

Work schedule is Monday – Friday, 10 hours per week. Regular hours will be agreed and additional hours may be available depending on operational needs. This is a two-month position. The person in this position must be available from 8:00am - 4:30pm on August 29th and from 10:00am - 5:00pm on September 16th.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

70% Events and Programs

• Provide administrative support on all aspects of planning and implementing large and small events and programs
• Coordinate communication with all stakeholders including event and program participants
• Prepare program attendee lists, name tags, invitations and other relevant documents and supplies needed
• Pick up supplies from local vendors needed for events
• Prepare, disseminate and collect pre- and post- surveys, tracking and following-up on actions items
25% Administrative Support
• Manage calendars including scheduling meetings
• Assist with the preparation and sending of correspondence, tracking and following up as needed
• Enter data, such as program feedback and evaluations, and log project activity for assessment and reporting
• Take meeting notes, tracking and following up on action items
• Assist with preparing reports and presentations
• Provide additional administrative support to the Director and other CTL staff

5% Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

INTERNAL INTERACTIONS/COMMUNICATION
• Communicates and interacts regularly with CTL staff, faculty, and other constituents on relevant projects and events, as well as with administrative partners across the College, including staff in the Provost’s Office, the Library, Finance, IT, academic departments, and others as needed
• Establish informal and formal avenues for communication and relationship-building with key stakeholders on campus.

EXTERNAL INTERACTIONS/COMMUNICATIONS:
• Assist with producing key external communications in a variety of forms including reports, memos, presentations, graphics, audiovisual materials, etc.

4. Education: (include certifications and licenses)

Required: Associate’s Degree, or in lieu of a degree, a High School Diploma or equivalent and 4 years of related experience

Preferred:

5. Experience: (List specific skills necessary to perform this job)

Required:
• 2 years of related experience
• Strong written and verbal communication, interpersonal and customer service skills.
• Demonstrated high level of attention to detail, organizational and time management skills
• Experience with analog and digital formatting and distribution of public relations materials through programs such as Canva, mailchimp, and Adobe Creative Suite
• Proficient in Microsoft Office including Word and Excel, Adobe Acrobat, and Google Apps, and ability to learn and utilize new software
• Ability to take initiative, and work independently and collaboratively
• Commitment to working with a diverse community
• A valid driver’s license and successful credentialing is required in order to operate college vehicles.

Preferred:

• Experience in working in a higher education setting

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

• Constant repetitive motions including fingers, hands, and wrists.
• Visual – normal concentration.
• Lift, carry, push, and/or pull up to 10 lbs.

7. Decision Making:

Responsible for solving routine problems. Refers complex, unusual problems to supervisor. Decisions are guided by established policies and procedures.

8. Supervision Exercised/Received:

This position will receive moderate supervision from the Director of the Center for Teaching and Learning.

Supervisory Responsibility: Yes _________  No  x _______

Number of Employees Supervised: ______