



JOB DESCRIPTION

Name of Position: Student Worker for Teacher Assistant

Department: SC Learning Center

Campus Location: Southwestern College Learning Center 102 W. 12th St. Winfield, KS 67156

Supervisor: Autumn Watts

Length of Contract: Academic Year

Pay Rate: Minimum Wage

Job Purpose: Assisting lead teachers with children through their daily activities including academic learning, social and emotional learning, motor skills, mealtime and nap time.

Job Responsibilities:

- Assist children throughout the day
- Supervise Recess
- Simple Office Task
- Limited Cleaning Duties

Qualifications:

- Education Major is preferred but will take other majors.
- Familiarity with office equipment (copier, computer).
- Ability to work with children ages 2-10
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 10 – 20 hours per week
- Flexible schedule
- Travel to sites via your own transportation if necessary

Skill Development Areas:

Student learning, communication, professionalism, child safety, child development, and curriculum planning.

Evaluation: Will take place two weeks after your start date. Then monthly moving forward.