

POSITION DESCRIPTION

JOB TITLE: ADULT EDUCATION AND LITERACY AEL ENROLLMENT ASSISTANT- McDONALD COUNTY

DEPARTMENT: ADULT EDUCATION AND LITERACY (AEL)

DIVISION: STUDENT AFFAIRS

HOURLY WAGE: \$22.00

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: AEL DIRECTOR

SCHEDULE DETAILS: Part-time 10 hours a week

DATE OF LATEST REVIEW/REVISIONS: June 11, 2025

Position Summary

A test proctor for Adult Education and Literacy is a part-time position. The AEL Enrollment Assistant provides support for AEL, ELL, and IET Instructors with enrollment, orientation, and test proctoring across the program. In addition, substituting for classroom instructors when necessary. This position will cover McDonald County and Newton Counties while mileage provided from home class site location are more than daily commute.

Essential Job Duties

- Conduct student enrollment following enrollment procedures at class sites, online, or partner locations;
- Conduct Student Orientation
- Participate in online video and curriculum platforms
- Conduct pre- and post-testing (assessment) and maintain documentation;
- Maintain, complete, and submit confidential participant files, public student folders, and classroom records accurately;
- Create partnerships in region when prompted by the AEL Leadership team.
- Participate in professional development;
- Establish and maintain appropriate relationships with students and staff;
- Conduct students follow up tracking
- Attend staff development, staff meetings;
- Willingness to follow the guidance of program leadership team as well as instructors;

Required Knowledge, Skills & Abilities

- Bachelor's Degree
- Complete AEL Certification (Certification training provided after hire)
- Must pass background check.
- Ability to establish and maintain positive working relationships with college personnel, students, and external Crowder College AEL contacts.
- Traveling to various site locations

Preferred Knowledge Skills & Abilities

- Teaching experience preferred.

Information Technology Abilities

- Experienced in Microsoft Applications (Outlook, Word, Excel, Teams, PowerPoint)
- Ability to scan and encrypt Enrollment test answer sheets to appropriate instructor if necessary
- Ability to troubleshoot basic technology issues for students using online curriculum platforms

Positions Supervised

- None

Working Environment

- Generally, indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A neat appearance and appropriate business-like apparel are required.

Physical

- Sedentary work involving sitting part of the time, but will involve mobility within the workplace and external locations.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including students, instructors, and the general public.

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