The Administrative Assistant in the Learning Connection will perform a variety of administrative, secretarial, and clerical work in support of the Learning Connection and respond to requests and inquiries from students and staff. The position is supervised by the Dean of Language Arts. The Learning Connection is the collaboration of the Peer Academic Tutoring Help (PATH) Tutoring across the Disciplines, Math Lab, the Writing Reading Across the Curriculum (WRAC) Center, Language Center, Communication Lab, and World Languages, for student support, and a Center for Teaching and Learning for faculty and staff professional development. Our primary mission is to ensure that students and instructors have the support they need to achieve their teaching and learning goals. As instructors collaborate on their Student Learning Outcomes and Program Reviews and create new interventions for academic learning support appropriate for their disciplines, they are engaged in developing, assessing, and refining learning support for their students. More specifically, the AA will:

Work PATH front desk as needed in order to ensure continuity of services during scheduled open hours

Provide support and assistance to the students, tutors, and faculty working with the Learning Connection
- Develop systems and implement them for scheduling of tutors, including new online scheduling system for scheduled sessions through e-SARs, scheduling of group tutoring and conversation groups, drop in tutoring, online tutoring, learning assistants, and other venues
- Train and provide work direction to student assistants regarding logistics, policies and procedures, and day-to-day trouble-shooting

Serve as liaison between the Learning Connection and the general public, students, staff, faculty, and/or other campus and community representatives through all types of correspondence
- Answer inquiries and questions
- Maintain all Learning Connection websites as needed (PATH tutoring across disciplines, Language Center, Math Lab, WRAC, World Languages, Center for Teaching and Learning)
- Work with the Dean and faculty to develop the schedule and staffing each semester for Tutoring orientations and classes, including for example, Tutoring 1A/1B sessions, ENGL 115s, GNST 115s, ESL Support Courses, World Language Lab faculty hours

Track and report on student contact hours for TBAs and apportionment purposes
- Maintain all SARS applications/locations for all Learning Connection centers across campus, providing reports on student use for various reporting needs
- Set up new locations and applications within SARS-Trak and SARS-Grid as needed, to track student use for pilot programs, changes in procedures, new reporting needs
• Work directly with faculty and administrators to ensure we are tracking the appropriate data based on reporting needs
• Work directly with District ITS and Chabot Computer Support in all aspects regarding SARS and SARS data, to ensure the data is being reported appropriately to Institutional Research as well as Admissions and Records

Facilitate recruitment, hiring, and payroll for student assistants. With an estimated 90 tutors and learning assistants, from about 6 funding sources and 13 account numbers, hiring and payroll are ongoing and time-intensive functions. This includes:
  • Send out requests for faculty referrals
  • Check eligibility for potential hires
  • Route applications for interviews
  • Work directly with HR coordinating student assistant hiring each semester, ensuring new hire paperwork is complete and approved by HR, before being scheduled to work
  • Manage a payroll system
  • Create and implement changes to payroll system to incorporate new pilot programs, data collection needs, or funding sources

Assist with monitoring the Learning Connection budget and expenditures
  • Prepare program cost estimates for budget recommendations
  • Monitor and track expenditures, and help to resolve budget issues
  • Provide detailed account/payroll reports to Dean/Director of funding sources, as needed and/or requested
  • Order supplies and equipment

Create and maintain forms and records, both hard copy and electronic
  • Maintain an online scheduling system for the WRAC Computer Lab, which allows any faculty or staff member across campus to submit an electronic request form for lab use
  • Maintain records of missed appointment

Implement grant-funded and pilot projects to support student success
  • Create and maintain new processes/procedures
  • Prepare paperwork for faculty receiving stipends

Collect data and assist in creating reports of all the learning support interventions, for assessment, institutional research, and accreditation purposes.
  • Support data collection for research efforts related to data collection for student characteristics, student success, student engagement, and other inquiries.
  • Support Accreditation Recommendation #3 in helping “develop and implement an outcomes assessment process linking respective planning for resources and services to the evaluation of student needs” and to provide evidence of how these services contribute to the achievement of student learning outcomes.
(Notes from Chasity Whiteside, the Administrative Assistant who will need to be replaced): On 7/25/11 the following will need to be done.

- Complete payroll for internal pay period 7/1/2011 - 7/30/2011 (District pay period 7/16/2011 - 8/15/2011). Submit to Dean for signature, by August 8th, after they are signed submit to Chabot Business office by August 12th.
- Complete new hiring paperwork for anyone planning to begin in Fall.
- Ensure all returning student assistants have a rehire form on file, and approved by HR before beginning to work. (Rehire paperwork is needed for everyone, except those who worked over the summer)
- Work with Financial Aid Office and CalWorks, regarding Fall hiring. There has been $21,000 in FWS funds approved for Language Arts/Learning Connection for the 11-12 year. Melinda Irizarry is the only CalWorks student assistant for 11-12 so far.
- Provide hiring reports to coordinator and dean as requested.
- Work with coordinator and dean regarding 11-12 budget, collect account numbers and amounts allocated for the year. Set up a payroll plan on which accounts to charge first, last, etc.
- Post materials for Accreditation Recommendation #3.
- Coordinate with LC coordinator and staff, regarding scheduling coverage for staff breaks/lunches in Fall.