

## INSTRUCTIONAL ASSISTANT

### Natural Sciences

### Job Description

**CATEGORY:** INSTRUCTIONAL SUPPORT  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** NON-EXEMPT  
**SALARY CODE:** 53

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### JOB SUMMARY

Provides support to the Department of Natural Sciences by supplying, maintaining, and organizing laboratory equipment, assisting faculty in the development of lab curricula, reinforcing lecture material and providing direct tutorial, training and/or instructional lab support to students and laboratory personnel. The instructional assistant will also serve as a point of contact between TSC and Texas A&M for communication and coordination related to the Chevron Engineering Academy.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with and coordinates science laboratory courses.
- Assists in planning, preparing, and developing various teaching aids and materials for the labs.
- Maintains inventory records and an accurate accountability for all supplies, materials, equipment and software.
- Maintains a clean and safe workplace.
- Maintains software on lab computers and serves as liaison with the Information Systems staff.
- Assists students, individually or in groups, with lesson assignments in the labs and in study areas to reinforce learning concepts.
- Trains and supervises part-time employees assigned to the laboratory.
- Designs and implements sound operational policies and procedures for the laboratory.
- Evaluates the effectiveness of operational policies and procedures.
- Researches and evaluates lab equipment for purchases.
- Delegates work duties to work-study student assistants.
- Previews, orders and maintains inventories of equipment, instructional materials and supplies.
- Keeps regular and accurate records and prepares reports regarding tutoring sessions and lab usage.
- Assists in the preparation of workshops and materials to enhance lab assignments.
- Assists in tracking student's performance in the Chevron Engineering Academy for program associated advisors and members of the Oversight and Coordination Committee.
- Provides feedback for instructors where applicable.
- Attends the workplace regularly as per the defined work schedule and reports to work punctually.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.

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- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Occasional overnight travel to accompany Chevron Engineering Academy students on field trips to Texas A&M University in College Station, TX is required.
- Performs other duties as assigned.

#### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of Texas Southmost College.
- Knowledge of the science fields of physics and chemistry, including the ability to tutor introductory physics and chemistry problems, and familiarity of the science laboratory and equipment.
- Experience in preparing laboratory materials.
- Familiarity with safety and safety precautions in a science lab setting.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to communicate clearly and effectively, both orally and in writing, in a diverse, multi-cultural environment.
- Excellent customer service and interpersonal skills, including the ability to establish and maintain positive and effective working relationships with students, College employees, and the public.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Ability to concentrate on detailed tasks during numerous interruptions.
- Ability to perform and excel in a high-tech all-digital environment, including experience working with computerized systems.

#### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university with Natural Sciences courses.

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- At least one (1) year of experience as a full-time employee or at least two (2) years of experience as a part-time employee in the in a STEM-related field.

#### PREFERRED EDUCATION AND EXPERIENCE

- Bilingual in English-Spanish.
- Bachelor's (or higher degree) in one of the natural sciences or engineering.

#### CERTIFICATES AND LICENSURES

- None required.

#### PHYSICAL DEMANDS

The physical demands described here 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. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT

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. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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#### Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a bachelor's degree from an accredited college or university with Natural Sciences courses?
  - Yes
  - No
3. \*Do you have at least one (1) year of experience as a full-time employee or at least two (2) years of experience as a part-time employee in a STEM-related field?
  - Yes
  - No
4. Are you bilingual in English-Spanish?
  - Yes
  - No
5. Do you have a bachelor's (or higher degree) in one of the natural sciences or engineering?
  - Yes
  - No