

Tech St@r Assistant

Interested applicants should send a cover letter and their resumé to aflintoff@pec-cares.org

Job title - Teaching assistant (Tech St@rs)

Job type - Part-time Volunteer

Location -People's Emergency Center, 2nd floor, 3939 Warren Street, Philadelphia, PA, 19104

Start Date – Immediate

Hours: (6) Mondays 3:00pm- 6:00pm, Wednesdays 3:00pm- 6:00pm

About

CDIT The Centre for Digital Inclusion & Technology is a branch of the Community Development Corporation and aims to bridge the current digital divide by providing people of all ages the resources and training in computers and technology that are necessary to succeed in the 21st century. To accomplish its mission, CDIT provides free courses in computer and internet literacy to local residents. Upon completing the course, qualified students may receive free or low-cost computers along with technical support. Additionally, CDIT promotes viable, low cost, broadband internet access for the people it serves.

Position description

The teaching assistant will be assisting an instructor in running a computer class as well as providing administrative and data support for the class. Although this is a support role we encourage all members of the digital inclusion team to contribute ideas and feedback regarding the running of the programs and therefore they should have an understanding of the CDIT's role in the in the area as well as an interest in digital inclusion and community development.

Duties

- Classroom assist: Answering students' questions and assisting the instructor
- Maintaining a productive and positive learning environment
- Student data assist: Handling student enrolment information, attendance and performance
- Snack serving and snack data management

Skills

- Computer literacy; able to use Microsoft Office and a Web browser
- Able to create and maintain structured learning environments
- Task management: able to categorize and prioritize tasks and carry them out efficiently

Competencies

- Organized and punctual
- Proactive and self-motivated
- Able to communicate clearly and concisely
- Good interpersonal skills -Good interpersonal skills with children and easy to approach and talk to

Relationships

You will be reporting to Andrew Flintoff, The program coordinator at the Centre for Digital Inclusion & Technology at PEC and vicariously through the program coordinator you will be reporting to the Project Managers Jeannine Cook and Phil Waller. You will also be reporting to Claudia the instructor of The Tech St@rs class you are assisting in.