

Job Title: Aviation Classroom Instructional Assistant

Supervisor: Campus Administrator

Employment Terms: 11 Months; 19.5 Hrs. / Wk.

(Between 1:00 PM – 5:00 PM; to be determined by the Campus Administrator)

Salary Range: \$20.44 – \$26.56

Location: Central Campus
6997 N Glen Harbor Blvd
Glendale, AZ 85307

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Assist the instructor in lab set-up and organization
- Assist the instructor with preparation of instructional materials
- Assist in lab/ shop clean-up
- Maintain confidentiality related to Family Educational Rights and Privacy Act (FERPA)
- Establish and maintain good rapport with students, employees, community members and vendors
- Maintain a high level of ethical behavior and confidentiality
- Other job related duties as assigned
- Maintain tool room
- Maintain tool boxes
- Maintain lab equipment and trainers

Knowledge and Skills:

- Demonstrated aptitude or competence for assigned responsibilities
- Working knowledge of various computer operating systems, hardware, software, and related applications
- Obtain at the time of hire and maintain a valid First Aid/ CPR Certification
- Ability to read and interpret general documents such as employee handbooks and safety/ training manuals
- Ability to write general correspondence and speak effectively with others

Requirements:

- High school diploma or G.E.D.
- May be required to work outside normal working hours
- Must pass a fingerprint clearance and background check
- Maintain a valid Arizona Driver's License

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: TBD

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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