POSITION TITLE: Instructor’s Aide

POSITION LOCATION: Reno, NV

POSITION DESCRIPTION:
Truckee Meadows Community College’s (TMCC) Advanced Manufacturing and Automation Program (AMA) is looking to hire two Instructor’s Aides to help facilitate student learning in a lab environment. The AMA program prepares individuals in the core competencies of front-line production employment for the manufacturing industry. The successful candidates can work a maximum of nineteen hours per week. Scheduling can be flexible. Duties include, but are not limited to:

- Discussing assigned duties with classroom teachers in order to coordinate instructional efforts
- Presenting subject matter to students under the direction and guidance of teachers using lab work and discussions to ensure subject matter comprehension
- Tutoring and assisting students individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers
- Grade lab work and input grades into the online Learning Management System
- Instructing and monitoring students in the use and care of equipment and materials to prevent injuries and damage
- Observing students’ performance and assessing progress
- Organizing and labeling lab equipment and materials using 5S principles
- Providing extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities
- Typing, filing, and duplicating materials
- Other duties as assigned

QUALIFICATIONS:
- Skilled technicians capable of troubleshooting and controlling complex interrelated mechanical and electronic control systems and equipment

SALARY INFORMATION: Hourly wage of $15 per hour

HOW TO APPLY:
Interested applicants should contact Alex Majewski at amajewski@tmcc.edu or 775-857-4966.