

INSTRUCTIONAL ASSISTANT

Accounting

DEFINITION

Under general supervision of assigned manager/supervisor, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill, and does related work as required.

TYPICAL DUTIES

Trains students in the use of instructional equipment and appropriate learning methods and procedures; oversees student workers including scheduling and assigning tutors; and clarifies assignments. Assists accounting instructors by tutoring students in concept understanding and skills acquisition with an emphasis on the fundamental, financial, managerial, and computerized accounting curriculum. Manages various accounting budgets and tracking databases, including enrollments, registrations, logins, and contact hours. Provides assistance to students in need of special attention in reaching their educational goals; assists in developing teaching materials, such as supplemental content clarification sheets, additional practice problems, and visual aids. Confers with instructors on student progress, class procedures, supplemental handouts, practice problems, instructional methods and lecture notes; and proctors examinations. Maintains information bulletin boards, records and files of instructional material, and equipment; purchases, duplicates and maintains instructional materials, books, and supplies; maintains office equipment; and reports on computer hardware and software problems. Assists in recruiting, hiring, scheduling, training, and overseeing the work of student tutors. Assembles instructional material according to instructors' guidelines; records and files test results in accordance with specific instructions; maintains student attendance records; assists faculty or staff with student conferences; and orders resources from publishers. Maintains a budget for accounting supplies covering student help, tutors, and temporary Instructional Assistants; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of tutoring, instructional experience in accounting including recording transactions, reporting tax information, and developing financial statements. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of an Associate's Degree in Accounting or 60 semester units (90 quarter units) with 24 units in accounting courses.

KNOWLEDGE OF

Knowledge of instructional methods, tutoring and training techniques including curriculum design principles, learning theory, group and individual tutoring techniques, design of individual development plans, and test design principles. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, geometry, and their applications for use in the accounting lab. Knowledge of administrative and clerical procedures, systems and equipment; bookkeeping procedures; general financial accounting principles; and quantitative managerial accounting

techniques. Knowledge of the application of payroll, and income tax reporting procedures. Knowledge of various learning and teaching styles; and of diversity awareness and the surrounding issues including age, gender, cultural background, and disabilities (learning and physical).

SKILLS IN

Skill in training others how to do something; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; and reorganizing the information to get a better approach to problems or tasks. Skill in listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in using mathematics to solve problems; identifying the nature of problems; generating a number of different approaches to problems; and observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications. The ability to work with students having cultural and academic diversity.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Computers and modern office equipment including fax machines and copiers.