

Learning Lab Aide – Traverse City

Job Code Number:

Job Description:

Northwest Michigan Works! is seeking a part time Learning Lab Aide to add to our team. *This position functions as a key member of the adult education team working directly with the Adult Education Regional Director and Adult Education lab teacher providing clerical, data entry and student record maintenance for a Northwest Michigan Works! Learning Lab and the adult education program.*

Responsibilities of this position include, but are not limited to:

- *Perform a variety of general clerical and data entry work for the Adult Education Regional Director.*
- *Assist with registration process.*
- *Request student transcripts.*
- *Create student transcripts for Northwest Education Services Adult Education participants.*
- *Ensure that Student Administrative folders are current and complete per state and federal requirements. Notify lab instructor of missing information.*
- *Actively collect, organize and data enter student information required by the Michigan Adult Education Reporting System (MAERS).*
- *Complete and update state and federal billing worksheets.*
- *Maintain a program record or filing system.*
- *Track and report attendance for lab students.*
- *Assist with marketing strategies.*
- *Participate in program data audits.*
- *Assist teacher in ordering supplies and maintaining a current inventory of adult education equipment and software.*
- *Assist teacher with student instruction when appropriate.*
- *Attend staff meetings.*
- *Perform other duties as assigned by the Adult Education Regional Director.*

Required Qualifications, Knowledge, Skills, and Abilities include: *(examples below)*

- *High school diploma or equivalent required.*
- *Excellent oral, interpersonal, and written communication skills*
- *Strong computer skills and substantial experience with MS Office*
- *Well-developed verbal and written communication and listening skills*
- *Excellent organizational skills*
- *Flexibility*
- *Ability to establish rapport with wide range of adults*

Compensation and Benefits:

This is a full-time (36 hours per week) hourly position starting at \$16.80/Hour. The employee is entitled to the Networks Northwest fringe benefits package that includes: comprehensive health, dental, and vision insurance with employer paid premiums; life insurance; disability insurance, employer paid deferred compensation retirement package; paid vacation, sick leave, and holidays.

How to Apply:

Interested candidates are to email their **cover letter** and **résumé** to: Christy Nelson at christy.nelson@networksnorthwest.org. Learn more about Northwest Michigan Works! and the job posting at nwm.org/JobPostings.

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