



## Programming Assistant

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### Job Description

#### Responsibilities Include:

- Assist the Director of Programming with various tasks and projects
- Support adult learners. Respond to student emails, phone calls, and general questions
- Collect and file instructors' time sheets
- Assist with student orientations and registrations, including contacting students, facilitating testing and orientation sessions, and collecting and reporting data.
- Monitor attendance in classes including sending out warning letters, following up with students on their tardiness, and removing dropped students from the program
- Enter weekly attendance numbers into database
- Collect information from and communicate changes with instructors on dropped or added students and student transfers
- Update and maintain database system
- Communicate class changes to Data and Reporting Coordinator
- Refer students with barriers to the Support Services Team
- Maintain the inventory of instructional materials
- Collect and enter one-on-one volunteer tutoring hours
- Pro-actively communicate and coordinate with other team members to assure positive student outcomes and service coordination
- Participate in related training and professional development
- Other duties as assigned

#### Qualifications:

- Bachelor's degree preferred
- Bilingual in Spanish and English
- Proficient written and verbal communication and interpersonal skills required
- Experience working with databases
- Strong computer skills in Microsoft Outlook, Word and Excel, Google Docs Excellent customer service skills
- Ability to meet deadlines
- Ability to work remotely
- Ability to work independently and in teams

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### **Required Application Materials**

To qualify for consideration, applicants must meet required qualifications and submit a complete application packet, which includes the following:

- All applicants must submit a Cover Letter with their Resume

**Job Type:** Full-time

**Reports to:** Director of Programming

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