

How can I become an Office Assistant with Tutoring Services?

Job Description:

Office Assistants are part-time employees who provide customer support and reception services. The main goal of an Office Assistant is to schedule students for tutoring appointments using our scheduling software (SARS). They will also assist in enforcement of Tutoring Services policies. There may be other projects assigned to an Office Assistant by the Associate Director of Tutoring Services.

Qualifications:

Office Assistants should possess strong interpersonal skills, customer service skills and organizational skills, have effective problem-solving skills and an ability to use good judgement. Office assistants should possess basic computer skills along with a willingness to learn new technology and work online (copier, phone, scheduling software, Microsoft products, Zoom, and more as needed).

How to Apply:

Candidates for the Office Assistant Positions must submit the Heartland Community College Employment application ([linked here](#)). You will fill out and submit that application online. When submitting that application you must also attach the availability form included in this packet, a letter of application, and a resume. Selected candidates will be asked to participate in an interview for further consideration regarding employment.

For more information about becoming an Office Assistant, please contact Jenny Crones at: (309)-268-8243 or Jenny.Crones@heartland.edu

Tutoring Services Availability Form

Name _____

Please fill this out to indicate your availability for the semester. It is important you consider any time you are available. Return this with your application packet.

Semester applying for _____

- Number of hours I would like to work per week (select one) 3-6 7-10 10-12 13+
- Would you willing to be on our list of substitutes? (select one) Yes or No

Place an "X" in the spaces that you are available (if you are not available the entire hour, do not "X" the space unless you note how much of the hour you are available to work).

| Hour | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--------|---------|-----------|----------|--------|----------|
| 9-10am | | | | | | |
| 10-11 | | | | | | |
| 11am-12pm | | | | | | |
| 12-1pm | | | | | | |
| 1-2 | | | | | | |
| 2-3 | | | | | | |
| 3-4 | | | | | | |
| 4-5 | | | | | | |
| 5-6 | | | | | | |
| 6-7 | | | | | | |

Are you working elsewhere on our campus? (select one) Yes No

If yes, where? _____

How many hours per week? _____