

Learning Resource Facilitator,/Administrative Assistant for Dakota Nursing Program at Fort Berthold Community College

The learning resource facilitator provides support for faculty and students; maintains AV equipment, inventory, and computer support for students and faculty; aids faculty by maintaining student course files and proctoring testing; provides support services for the student meetings including the Nursing Student Association; provides computer and software instruction as requested within skill capabilities; organizes and maintains lab; coordinates and maintains use of all audio-visuals, computers, and lab supplies; and collaborates and coordinates with faculty and coordinators regarding policies and procedures regarding learning resources.

RESPONSIBILITIES:

1. Manages testing area with reasonably comparable testing conditions, supervision, security, and processing within the multi-task nature of position.
2. Provides computer and software assistance, as requested within skill capabilities.
3. Maintains inventory of all lab supplies and audio-visual hardware and software, including computers.
4. Collaborates and coordinates with faculty and coordinator regarding planning, policies, and procedures of the Learning Resource Center.
5. Directly works with Nursing Coordinator/Faculty

SPECIFIC DEMANDS:

1. Organizing, managing, and supervising learning resources
2. Computer usage and instruction
3. Computer software usage and instruction
4. Document production via word processing and database
5. Mathematical calculations
6. Teacher aid delegated activities
7. Routine audio/visual technician work
8. Accurate filing
9. Provides effective and accurate verbal & written communication in timely manner
10. Collaborating, implementing, and providing input for policies and procedures related to learning resources.