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**Support Assistant for CLARC (Clark Library and Academic Resource Center)**

**12 Month position $20/HR, 40 Hour/week, with benefits.**

**General**: This is a 12-month position, with benefits year-round. The work day is 9 am to 5 pm. Excellent job for someone considering a career in education, special education or library science, as you will serve on a team with highly qualified professionals as mentors, and professional development opportunities to further your education are available.

**Duties:**

* Part of a collaborative, student-centered team supervising and supporting students in the Clark Library and Academic Resource Center (CLARC)
* Helping students access and use assistive technology.
* Creating and maintaining weekly 0/8th Academic Trackers for struggling students
* Serving as e-mail and attendance liaison to Edison High School hybrid students
* Supporting peer tutors
* Serving regular flex/break/lunch rotations
* Assist testing coordinator with make up and extending time testing as needed
* Library space scheduling (e.g. collaboration rooms)
* Checking out books if the librarian is not available
* Scheduling library volunteers
* Other team duties as needed

**Qualifications**

* BA preferred, but not required
* Must be tech-savvy (i.e. Google Suite, Outlook)
* Collaborative and flexible.