

WIA Program--Assistant Instructor

Nature of Work

Employee is responsible for assisting in all aspects of the WIA Program. Activities associated with the job include assisting Program Director in orientation of new participants, provide career and educational counseling, recruit volunteers and students, and maintain detailed, confidential files.

Illustrative Examples of Work

- General office duties as well as duties specific to the WIA Program
- Answer incoming calls, take messages, provide assistance and information or refers to the appropriate party for resolution.
- Greets parents, students, and visitors as they enter the office.
- Makes copies of documents, fliers, informational materials, etc. as required.
- Receives incoming mail, opens and sorts.
- Types correspondence, assists in file maintenance, and performs.
- Responsible for visiting job sites, collecting time sheets-- verifying for correctness,
- Interview and provide orientation sessions for new clients.
- Administer assessment tests to determine level of educational attainment and make recommendations for remedial instruction.
- Recruit volunteers to assist in providing instruction to program participants.
- Make public presentations and provide information to promote the WIA program.