

# San Diego Community College District

## NANC JOB DESCRIPTION

**Title:** Reader Assistant

**Unit:** Non-Academic/Non-Classified Service

**Page:** 1 of 1

**Job Code:** N1650

**Original Date:** 07/1988

**Last Revision:** 04/2018

**Staff Type:** NANCE

**FLSA status:** Non-Exempt

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### **FUNCTION:**

Under the direction of an assigned supervisor, serve as student advisor and contact person for students indicating financial, academic, cultural, or linguistic need.

### **DESIRABLE QUALIFICATIONS:**

Knowledge of: English usage, grammar, spelling, punctuation and vocabulary; composition, essay, term paper, and other writing techniques; record-keeping techniques. Ability to check composition, essays, term papers, and other writings for mechanical errors; check writing assignments for proper sentence structure and write appropriate evaluations; understand and follow oral and written directions; communicate effectively both orally and in writing; and establish and maintain effective working relationships with others. Editing experience.

### **TYPICAL DUTIES INCLUDE:**

- Serve as student advisor and contact person for students.
- Check composition, essays, term papers, and other writings for mechanical errors.
- Check writing assignments for proper sentence structure and write appropriate evaluations.
- Clarify writing assignments for students who have questions.