



# Caldwell Community College and Technical Institute

Financial Aid Office • Phone: 828-726-2713 • Fax: 828-726-2709

## Federal Work Study Position Description

**Position Title:**

Center for Excellence in Teaching and Learning Assistant

**Supervisor Name:**

Stacy Reagan

**Department:**

Instruction, Center for Excellence in Teaching and Learning

**Supervisor Phone Number:**

828-726-2751

**Physical Job Location (room/building):**

E-315

**Approximate Hours Per Week:**

10

### Position Requirements

Academic Good Standing  
Good Communication Skills  
Ability to Work Independently

### Primary Job Duties

Caption Videos  
Edit Documents for Accessibility  
General Office Work  
Assist in Workshop Delivery  
Provide Instruction Design and/or Learning Management System Support  
Other Duties as Assigned