



**Our vision is to be a powerful force for improving the quality of life in our community.**

**Lower Columbia College is accepting applications for a Part-Time Hourly/Temporary Instruction & Classroom Support Technician 1**

(75 hours or less per month)

The successful Integrated English Learning (IEL) Navigator will provide instructional, classroom, office and navigational support services related to Basic Education for Adults programming for IEL students.

**Major responsibilities include:**

- Foster successful transitions for Integrated English Learning students
- Serve as a liaison for Integrated English Learning students
- Maintain paper and electronic records
- Prepare data driven reports
- Prepare and deliver orientations and presentations
- Assist with the intake process and CASAS testing
- Other duties as assigned

**Desired Qualifications:**

- Associates degree or equivalent
- Ability to speak Spanish
- Experience working in an office or academic setting
- Excellent computer skills

**Position pays \$15.66 per hour with no benefits. Position will remain open until filled.**

**Application Procedure**

Applicants must complete:

- A Lower Columbia College employment application
- A cover letter addressing how you meet minimum qualifications and the essential functions
- A current resume
- Unofficial transcripts
- LCC Background Check Form
- An Applicant Data Form (optional)

Application materials are available online or at:

**Human Resource Services**

Administration Building, 1st Floor  
Lower Columbia College  
1600 Maple Street  
PO Box 3010  
Longview, WA 98632

After working 350 hours in a 12-month period, this position will be included in the bargaining unit and will be subject to the union security provisions of the WFSE HE Collective Bargaining Agreement.

Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Qualified members of protected classes are encouraged to apply. The College is also committed to maintain an environment for teaching and learning which is free of drugs and alcohol.

The Title IX/ EEO Coordinator and Section 504 Compliance/ADA Officer is Kendra Sprague, Administration Building, (360) 442-2120.

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate legal authorization to work for the duration of this position as required by the Immigration Reform Control Act of 1995.

**Equal Employment Opportunity Employer**