



Job Posting  
Learning Center Assistant

2/24/2020

The Grand Forks Housing Authority is seeking applicants for Learning Center Assistant. This position will perform general reception duties, tutoring, office, and customer service tasks. This is a full-time, 40 hour per week position. Typical hours are 8:00 AM to 5:00 PM, Monday through Friday.

The qualified applicant will be self-motivated, able to learn new tasks, reliable, and professional. The Learning Center Assistant supports the operation of the Grand Forks Housing Authorities' Learning Centers.

Specific responsibilities include:

- Answering and directing phone calls, email, and in-person inquiries;
- Monitoring computer lab activities;
- Assisting lab users as needed to typically include: assisting with setup and access to email, job search, resume assistance, assisting program participants with Microsoft Office projects, and sign in and log in to lab computers;
- Data entry.

Preferred qualifications:

- Tutoring experience;
- Customer service experience;
- Office administrative task experience;
- Experience working with diverse populations.

Minimum Qualifications

- High school diploma or GED;
- Computer proficiency in office applications, Internet, and email;
- Strong communication and customer service skills. Ability to work with diverse populations.

The position offers full benefits including health, dental, life, and vision insurance as well as sick and annual leave and retirement.

Applicants must have a valid driver's license and access to transportation.

Interested individuals should submit a cover letter and resume to Dan Bussian at [dbussian@thegfha.org](mailto:dbussian@thegfha.org).

Pay grade: 19

Starting Wage: \$12.00/hr or DOE