

# IBERO-AMERICAN ACTION LEAGUE, INC.

911 East Main Street Rochester, NY 14605-2722

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## JOB ANNOUNCEMENT

Hilda Rosario Escher  
President & CEO

**POSITION:** Pharmacy Technician Teaching Assistant

**PROGRAM:** Emerging & Transitional  
Workers Training

**SALARY RANGE:** \$15.00 Per Hour Part-Time Position – 8 Hours Per Week

This position is being offered in collaboration with the Hispanic Information and Telecommunications Network, Inc. (HITN), a charitable, not-for-profit organization devoted to advancing the educational, social, cultural and economic aspirations of Latinos in the U.S. and Puerto Rico and is engaged in providing continuing education courses via HITN's CBO Connect virtual education network.

This Spring HITN in collaboration with Lehman College and Ibero-American Action League, Inc. (Ibero) will offer a 72 hour Pharmacy Technician course via HITN's CBO Connect virtual learning classroom located at IBERO, a community based organization in Rochester. This virtual learning Pharmacy Tech course will be facilitated by a Lehman College instructor located in New York City, while students participate "live" via videoconference from the CBO Connect classroom located at Ibero.

**Pharmacy Tech Teaching Assistant:** HITN is looking to contract a part-time Pharmacy Tech Teaching Assistant (T.A.) who will support the Pharmacy Tech course instructor by: supervising live course sessions on Tuesdays and Thursdays 6-9PM, tracking student attendance, helping students prepare for the Pharmacy Technician Certification Board exam, and providing academic assistance and after-class tutoring to those Students who need it. Furthermore, once the course ends the T.A. will collaborate with Ibero staff to place students in internships and/or jobs at local pharmacies, or to pursue further education.

### QUALIFICATIONS:

- Experience working as Pharmacy Technician or in related field
- Pharmacy Technician Certified Board certification is highly desirable
- Experience assisting in a classroom setting is highly desirable
- Excellent communication skills
- Bilingual (English / Spanish) highly desirable
- An equivalent combination of education and experience other than specified may be accepted by the President & CEO.

### JOB RESPONSIBILITIES:

- Proficient computer use
- Observe students' performance and record relevant student data
- Monitor classroom viewing of live courses transmitted remotely
- Operate audiovisual equipment
- Type, file, and duplicate materials
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students
- Establish liaison with the instructor and work under the instructor's direction

- Maintain close communication with HITN Program Manager, Lehman Instructor and Ibero staff
- Develop and maintain constructive and cooperative working relationships with others
- Support students with job search, application procedures, resume writing, interview preparation and job retention skills and attitudes
- Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical disabilities
- Mentor students to develop positive attitudes toward learning and studying
- Prepares and submits program monthly report and any other required reports.

DEADLINE: March 15, 2010

MAIL RESUME TO: Elisa DeJesus, M.S., Vice-Pres. Family Services Division  
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A United Way Agency

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