

1694 Como Ave, Saint Paul, MN 55108 • Phone: (651) 647-0191 • Fax: (651) 647-9268 • www.iimn.org

**Job Readiness and Classroom Assistant**

**Position available:** Job Readiness and Classroom Assistant for Hospitality Program, unpaid

**Hours:** 35 hours a week

All duties of intern can be done remotely. In person contact is only requested if intern and student are practicing social distancing and using PPE.

**Supervised by:** Lynn Thompson, Program Manager and Instructor

**Number of Positions Open: 1**

**Description:**

The Hospitality Volunteer will assist students in IIMN’s Hospitality Program in the online classroom and in the job search process. The Hospitality Intern will work directly with students in the Hospitality classes as they practice for job interviews and prepare for the American workplace environment. You will be working in an online classroom environment and also one on one with clients as they work towards their career goals. You will be working with a team to assess student needs and connecting them to needed resources. Knowledge of the metro area social services is helpful.

Volunteers who have enjoyed this position in the past have been patient, detail-oriented, energetic, comfortable with independent problem-solving, and interested in tutoring.

**Qualifications:**

o Interest in ESL learners and ability to work with diverse groups of students

o Good communication and computer skills

o Ability to work flexibly, independently problem solve, and identify solutions to issues that arise

o Collaborates well with a diverse team in decision-making and project development

o **Demonstrated interest in refugee and immigrant issues**

**Duties:**

* Assist lead teacher in online classes, trouble shooting technical issues for students
* Assist instructors with online class activities and support individual students with learning needs
* Assist with the Friday afternoon online Job-search drop-in
* Assist hospitality learners in applying for jobs, practicing for interviews, and acquiring necessary vocabulary
* Assist students with Northstar Digital Literacy and proctor exams remotely
* Assist students in learning bus routes to employment sites as needed
* Help create an energetic and positive environment for adult learners
* Help learners develop essential skills for the American workplace.
* Enter student data into agency databases as needed