

Computer Training Class Proctor

Flying HIGH Inc - Youngstown, OH 44503

Flying HIGH, Inc. Professional Development Center seeks a qualified individual to proctor computer training classes led by a remote instructor

Job Title: Computer Training Class Proctor

Job Type: Part-Time (Contractual)

Job Summary: The class proctor will provide direct, in-person support to adult students in computer literacy classes taught by a remote instructor. Class content may include foundational computer skills such as file structure/storage, word processing, internet, and email; Microsoft Office; IT Fundamentals; or CompTIA A+. The proctor will work closely with the instructor and the Professional Development Center to ensure that students have the best possible learning experience and gain solid computer skills that will enhance their employment marketability.

Essential Functions:

- Prepare the lab for the remote learning sessions
- Establish connection with the remote instructor on the day of classes
- Address any technical issues in the computer lab while the class is in session
- Create an environment conducive to learning and student-instructor interaction
- Monitor student attendance
- Assist in maintaining appropriate student and course documentation including quiz and test scores
- Assist participants with study preparations for the final exam
- Assist with new student orientation

Required Qualifications:

- Punctuality
- Must have experience with the Microsoft Windows operating system(s), Microsoft Office, and networking

Preferred Qualifications

- Strong communication, presentation, and organizational skills
- Experience in teaching or training
- Ability to work effectively with a diverse student population

About Flying HIGH Inc.

Established in 1994, Flying HIGH Inc. is a 501(C)(3) non-profit organization that provides opportunities for people to develop their potential, discover their destiny, and make their lives better. Services offered include the Professional Development Center vocational school, job readiness and placement assistance, GED tutoring, Working Toward the Future Program, GROW Urban Farm, nutritionally assisted alcohol and drug treatment, peer support and case management services, and the Eagle's Nest Recovery House. Flying HIGH Inc. (www.flyinghighinc.org) is located in Youngstown, Ohio and serves residents across the Mahoning Valley.

At Flying HIGH Inc. you will find challenging projects and energetic people with the desire to make a difference. We are looking for a well-rounded individual who is smart, self-motivated, and thrives on working independently and making vital contributions to the team effort. You must be the sort of person that understands the details and, at the same time, sees the big picture.