



Now hiring: Assessment Assistant!

Who we are:

The Community Learning Center (CLC) empowers a diverse community of adult learners to transform their lives and realize their potential through education, skills development, and community participation. Students are predominantly low-income Cambridge residents; come from a variety of ethnic, linguistic and racial backgrounds; and are currently enrolled in English or Adult Basic Education or training. [Watch this video to learn more about us!](#)

We are looking for an Assessment Assistant who will...

- Monitor class attendance data weekly to track hours
- Contact students and staff to schedule assessments
- Liaise with advisors regularly to clarify enrollment status
- Administer standardized assessments
- Prepare materials for other assessment administrators
- Consult and collaborate with Assessment Coordinators regularly to plan and prioritize tasks and analyze data

The ideal candidate has many, though perhaps not all, of the following:

- Strong organizational skills with a keen attention to detail, timelines, and deadlines
- Strong technology skills and familiarity with using spreadsheets
- Strong communication skills
- Sensitivity to the needs of the adult learner population
- Experience administering standardized assessments
- The City of Cambridge's workforce, like the community it serves, is diverse. Applicants must have the ability to work and interact effectively with individuals and groups with a variety of identities, cultures, backgrounds, and ideologies

Details:

- **Hours:** 19.5 hours per week, including regular evening hours
- **Pay Rate:** \$30.07 per hour

Interested but not sure if you are right for the job? Please reach out to John (see below)!

How to join our team:

Please submit your resume and letter of interest referencing **job K138** via email to: employment@cambridgema.gov and John Galli (jgalli@cambridgema.gov).

