

OLLI AT VANDERBILT

Osher Lifelong Learning Institute at Vanderbilt

Classroom Assistant

Overview

The CA position is a structured, critical position that is essential to the smooth running of an OLLI course/session. The CA provides a welcoming and professional presence while using administrative skills and knowledge to assist the instructor and members by facilitating a positive OLLI experience.

ROLES AND RESPONSIBILITIES

- Attend the Classroom Assistant Orientation when offered and read the Classroom Assistant information handouts
- Become familiar with the OLLI website content to aid in answering questions
- Wear your name badge to class ('Classroom Assistant' will be noted by a ribbon on your name badge.)
- Arrive 30 minutes prior to the start of class to ensure the information table is set up
- Contact CA partner ASAP if you plan to be absent or late
- Join the President, OLLI Advisory Board, at the front of the room before the first class of each term to be recognized as the contact person for questions about OLLI
- Answer questions members may have (If the answer is not known, refer the member to the AB member in class.)
- Refer to the contact list for audiovisual system support at each venue if there are any A/V problems
- Greet members, especially new members, and make them feel comfortable and welcome
- Compare members' name badges to the class list, communicate discrepancies to the AB member in class or Director (Bring the class list to every class.)
- Distribute class handouts as needed
- Adjust lighting as needed (Turn lights off near screen when videos or PowerPoints are presented.)
- Ensure instructors have uninterrupted time to set up, ask instructors if they have what they need to start class on time and if they would like the CA to be their timekeeper
- Join the President, OLLI Advisory Board, at the front of the room before the last class of each term to be thanked for your contributions to the program
- Document comments from members and convey them to the President, an OLLI Advisory Board Member or Norma Clippard, Director. (Office: 615-322-5569, cell: 615-364-1331)

SUPPORT

- OLLI at Vanderbilt Director, President, President-Elect and CA Committee Chair
- OLLI at Vanderbilt Advisory Board Members
- OLLI at Vanderbilt Staff

COMMITMENT

- Attend CA Orientation
- Serve one term as Classroom Assistant
- Attend all class meetings for which you are serving as a CA
- Arrive to class 30 minutes early
- Communicate via phone calls, emails and texts
- Implement all CA Roles and Responsibilities

SKILLS AND QUALIFICATIONS

- Independent
- Team Player
- Good Judgement
- Problem Solver
- Able to handle various personalities
- Adept at using email, printer, and text messages
- Reads and responds to text and email in a timely manner
- Solid verbal communication skills
- Pleasant demeanor
- Familiar with the OLLI website
- Utilizes provided "Talking Points" to disseminate correct and consistent information
- Reinforces OLLI's favorable standing in the community
- Provides a positive experience for members and instructors
- Enthusiastic about getting to know OLLI members and supporting OLLI program