Position Title: Mathematics Advanced Course Assistant

Hourly Rate: $7.75

Department: Mathematics & Computer Science

Supervisor: [Blank]

Work Location: SC 212

Account Number: 01-11125-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☑ Yes ☐ No

Number of positions available: 2

Work Schedule

A student in this position can expect to work 2 hours per day, 2 - 4 hours per week.

The student will work ☑ Monday thru Friday ☐ Saturday ☑ Sunday ☐ any day of the week.

Hours are available during the following times of the day: Daytime (M-F), Evening (M-F, Sun).

Department/Position Overview

Advanced Course Assistants provide support for students in mathematics courses by holding drop-in hours for students seeking extra help, leading organized instructional workshops outside of class, providing additional support during faculty office hours, and/or providing feedback on homework assignments. Advanced Course Assistant positions will generally be associated with higher-level courses or involve more elaborate teaching duties than standard Course Assistant positions, and will therefore typically require more training and prior experience. Advanced Course Assistants in Mathematics include the assistant for Math 240: Real Analysis, as well as students leading precalculus review workshops.

Description of Duties and Tasks

☑ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☐ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☐ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☑ Work efficiently and accurately without immediate supervision
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Propective CA’s should have completed (and excelled in) the courses they are hoping to assist with. 3 - 4 semesters previous experience as a Course Assistant.**