Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Mathematics Course Assistant</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
</tr>
<tr>
<td>Department</td>
<td>Mathematics &amp; Computer Science</td>
</tr>
<tr>
<td>Supervisor</td>
<td></td>
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<tr>
<td>Work Location</td>
<td>SC 212</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-11125-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: 8

Work Schedule

A student in this position can expect to work 2 hours per day, 2 - 7 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

Mathematics Course Assistants provide support for students in a variety of mathematics courses by holding drop-in hours for students seeking extra help, assisting with in-class activities, and/or providing additional aid during faculty office hours. Mathematics courses using Course Assistants include MATH 103: Cultural Approaches to Mathematics, MATH 106: Introduction to Statistical Concepts, MATH 110: Calculus I, MATH 115: Calculus II, MATH 175: Linear Algebra, MATH 205: Mathematical Statistics I, and MATH 240: Real Analysis.

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: *Helpful, but not required: Experience with Mathematica, JMP*

- Familiarity with specific equipment, listed here:

- Completion of coursework or training, prior experience, and/or specific certifications, listed here: *Prospective CA's should have completed (and excelled in) the courses that they are hoping to assist with, or have demonstrated mastery of the relevant subject areas in other ways, e.g. by passing the SoA Exam 'P', in the case of statistics courses.*