**Course Assistant Job Description Template**

*If you have a note about considering students with/without work-study award, add it here. Examples:*

* *All applicants will be considered for this opportunity, regardless of work-study status.*
* *Only applicants with work-study award can be considered for this role.*

**Position Summary**

The **[Department Name]** department seeks to hire a Course Assistant to assist Professor **[Name]** with the  course **[course code and course title]**.  **[Optional description of the course topic or mission statement, and/or link to the course’s WesMaps page.]** Course Assistants play a vital role in supporting the instructor and students throughout the course. Your responsibilities will encompass a range of tasks to ensure the course runs smoothly and enhance the overall learning experience for all participants.

**Primary Duties and Responsibilities**

*Bulleted list with verbs in the present tense. Examples:*

* Actively provide instruction, guidance, and assistance to students as they work individually and in groups during class time.
* Assist faculty with logistics of classes or classroom technology. Set up classroom space if needed; this may involve lifting and moving chairs and desks, as well as other classroom equipment. Provide AV support during instruction as necessary.
* Hold weekly office hours and provide feedback and assistance to students on their lesson plans and activities.
* Record class attendance and maintain records of lesson plans and course materials.
* Attend weekly office hours with supervisor(s) to plan weekly course agenda.
* Coordinate activities with students, including peer review and presentation sign-ups.
* Support administrative functions, such as by copying and printing course materials.

**Desired Skills & Qualifications**
*Cleary list any preferences for candidates' prior coursework or specific knowledge, skills, or experiences.* *Examples:*

* Ideal candidates will have successfully completed ***[Course code]*** with a B- or better
* ***[Class year or major]*** are encouraged to apply!
* Ideal student will be ***[Traits like: detail-oriented, goal-oriented, team player]***.
* Training will be provided, but preference will be given to students with experience in **[*relevant task, skill, software, equipment, or job]***
* Students who are eligible for work-study will be given preference.

*NOTE: Identity-related experiences or knowledge* ***cannot be required****. See the* [University’s Equal Employment Opportunity statement](https://www.wesleyan.edu/hr/handbook/staff-employment/index.html%22%20%EF%B7%9FHYPERLINK%20%22https%3A/www.wesleyan.edu/hr/handbook/staff-employment/index.html) *for more context. If identity-related experiences or knowledge is relevant to the position, candidates with those identities can be encouraged to apply. For example, a position providing community-specific services can encourage students from that community to apply.*

**Schedule & Availability**

* *Academic Semester/Year and whether this is a one-time position or recurring role.*
* *Total number of hours expected per week.*
* *Day and time of course, required office hours, and weekly meetings*.
* *Is the work in-person, remote, or hybrid?*
* *Department Location.*

**Job Classification**
*If all students in the same position are paid the same, this section can be deleted. If students are paid more the more semesters/years they work in the same position, this pay-scale must be outlined. Example:*

* *Entry-Level - $15.69 / hour*
* *Returning Students - Additional $0.25/hour each additional semester*

**Primary Supervisor**
*Name, Title, Email*

**Contact**
*If different from the Primary Supervisor, list who applicants can contact with any questions about the position. Name, Title, Email*

**Performance Evaluation**
*Describe how and when student will be reviewed during their employment.* *Examples:*

* Supervisor will check in with the [Position Title] weekly and share feedback as applicable.
* Supervisor will conduct a performance review discussion at the end of the semester.

**Application Instructions**
*NOTE: Students must apply for campus jobs via Handshake, Wesleyan's career management platform, so there is a record of their application. Students click "Apply" on the job posting to submit their application materials. If you do not require application materials, you will solely have access to the applicant's Handshake Profile, which houses information about their previous experiences and skills.*

*What application materials will be collected? How will the applicants be assessed? Examples:*

* *(Default)* Apply via Handshake with a [completed Handshake Profile](https://careercenter.wesleyan.edu/resources/handshake-profile-101/).
* Apply via Handshake and submit the Google Form linked here.
* Apply via Handshake and submit a cover letter.
* Apply via Handshake and email {email@wesleyan.edu} expressing your interest in the position and relevant experience.

**EXAMPLE: COMPLETED COURSE ASSISTANT JOB DESCRIPTION**

*All applicants will be considered for this opportunity, regardless of work-study status.*

**Position Summary**

The Wesleyan Department of Molecular Biology and Biochemistry seeks to hire 7 to 10 Undergraduate Course Assistants to support [MB&B191 Principles of Biology-I Laboratory](https://owaprod-pub.wesleyan.edu/reg/%21wesmaps_page.html?stuid=&facid=NONE&crse=010776&term=1239) for the 2023 Fall Semester. This laboratory course, to be taken concurrently with MB&B181 or BIOL181, provides experience with techniques used in cell biology and molecular biology.

**Primary Duties and Responsibilities**

* Lead a weekly 3-hour lab session.
* Attend a weekly TA training session.
* Help students with lab reports.
* Grade assignments.

**Desired Skills and Qualifications**

Successful candidates have typically earned at least an A- in MB&B191. MB&B and Biology Majors are particularly encouraged to apply.

**Schedule and Availability**

* Fall 2023 with potential to be re-hired in following semesters.
* Course Assistants work an average of 5 hours per week, Sept 4 2023 to Dec 16 2023.
* The following schedules will vary depending on the section’s class time:
	+ M 1:20pm – 4:10pm, OR M 6:40pm – 9:30pm
	+ T 1:20pm – 4:10pm
	+ W 1:20pm – 4:10pm
	+ TH 1:20pm – 4:10pm
* The position requires in-person attendance at all times.
* Department Location: Room 242, Hall-Atwater Laboratory

**Primary Supervisor**

Course assistants will report to Professor Michelle Murolo, mmurolo@wesleyan.edu

**Contact**

Mary Readinger, MB&B Department Administrative Assistant, mreadinger@wesleyan.edu

**Performance Evaluation**

Course Instructor will meet periodically with undergraduate CAs to evaluate performance and expectations.

**Application Instructions**

Apply in Handshake and submit the following materials: resume, unofficial transcript, and a brief statement (maximum one-page, double spaced) as to why you would like to be a Course Assistant. You can include experiences and qualities that would allow you to be a good CA. Include the following information:

* Previous coursework in MB&B — identify a favorite course
* Previous mentorship experience (not limited to previous CAship)
* Do you have research lab experience?
* Have you ever received Bystander Intervention Training?

*Please note that only complete applications will be considered.*