POSITION TITLE: Course Assistant

I. **DEPARTMENT/OFFICE INFORMATION:**
    a. **Department/Office Name:** Dean of Faculty's Office
    b. **Supervisor Name:**
    c. **Course:**
    d. **Number of students needed in this role:**

II. **ESSENTIAL FUNCTIONS AND DESIRED SKILLS AND ABILITIES:**
    a. **Position Overview**: The Course Assistant will work up to 5 hours/week and must be a currently enrolled student at Claremont Colleges living in the United States. The Course Assistant is supervised by and will primarily work with their supervisor and interact with students in and outside class on some activities for a course offered by Pitzer. The Course Assistant may serve as a group discussion (recitation) leader with guidance from the instructor, coordinate activities for the course with guidance from the instructor, and communicate with students on behalf of the faculty supervisor. There are also opportunities to support the course logistics pertaining to field trips, guest speaker visits, and course-related events hosted by the supervising professor.

    b. **Essential Functions**: Assisting the faculty member with their course delivery through supplemental activities. Specific tasks include:
    - Conducting review or discussion sections with content prepared by the supervisor
    - Holding group discussion (recitation) sessions with content prepared by the supervisor
    - Messaging to students such as sending out notices and reminders
    - Support the coordination of materials and printouts for the course with the use of faculty resources and collaboration with administrative offices.
    - May serve as a liaison for field trip and event coordination for the course in collaboration with supervisor and Office of the Dean of Faculty staff.
    - Must maintain confidentiality and privacy of student work at all times.
    - Successful completion of relevant or specific course or course sequences (generally having received final course grade of A or A -).

    c. **Desired Skills and Abilities**:
    - Strong background in the academic field of the course
    - Working knowledge and experience with basic, but not necessarily specialized, technical and computer skillsAbility and experience using Learning Management System (eg., Sakai), Campus IT (eg., email), and relevant software.
    - Candidate should possess strong interpersonal, organizational, and communication skills.
    - Is responsible and dependable
    - Follows directions, has the ability to prioritize tasks, and can work to meet deadlines
    - Capacity to work independently

    d. **Other Comments**: Must complete FERPA training and file certificate of completion with Dean of Faculty's Office before beginning work.

III. **CAREER COMPETENCIES**: The National Association of Colleges and Employers has formulated a set of career competencies to help students identify and articulate knowledge and skills that they have developed in various settings. Please identify all competencies that will be developed through this position (check all that apply).

☒ **Career & Self-Development:** Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

☒ **Communication:** Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

☒ **Critical Thinking:** Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

☒ **Equity & Inclusion:** Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

☒ **Leadership:** Recognize and capitalize on personal and team strengths to achieve organizational goals.

☒ **Professionalism:** Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

☒ **Teamwork:** Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

☒ **Technology**: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

IV.   **WORK SCHEDULE**:
Up to 5 hours a week to be scheduled with the supervisor.

V.   **STUDENT CODE OF CONDUCT:** Like all Pitzer students, all student employees are required to adhere to the Pitzer College Student Code of Conduct.

Updated Spring 2023