



Work-Study Job Description Form

Job Title (not abbreviated):	Teacher Assistant, #1 and #2
Department:	Student Services
Reports To:	Phoenix Tong, Carmen Pineda
Supervision:	Carmen Pineda, Phoenix Tong
Date Created/Revised:	9/13/2016
Incumbent:	

General Description:

Student will provide additional assistant to faculty in Spanish cultural aspects and introduction to computer application courses.

Location may take place at different location at 178 Tremont Street, 7th floor. Computer Room, 3rd Floor, Classrooms located in 3rd fl. 178 Tremont Street

Two people will be needed for these positions.

Specific Duties:

- Assist teacher with location of materials and making photocopies
- Preparation of equipment for each class
- Assist faculty to collect homework and send reminders related to class assignments
- Assist students with homework assignments
- Assist faculty during class assignments
- Set up equipment and materials before class
- Other duties as needed

Requirements:

Excellent customer services, Bilingual (English-Spanish), Bilingual (English-Chinese), Computer literacy (use of Word), Knowledge of Internet research, Second year student, Student must have passed either course with a B, be in good academic standing, have excellent writing and oral skills in their native language.

Education / Training:

High School Diploma