

Job Title Math Dept. Assistant
Office/Department Mathematics
Location (Building) Law Hall
Supervisor Chair of Mathematics
Number of Student Workers Employed 1
Job Wage Rate or Range 5.15
Position Summary Aiding instructors with classroom materials

Principal Duties and Responsibilities Researching data sets relevant to INT 201; helping to develop classroom projects for calculus; work with other projects as necessary

Knowledge Skills and Abilities

- | | |
|--|---|
| <input type="checkbox"/> Typing | <input type="checkbox"/> Filing |
| <input type="checkbox"/> Phone Coverage | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Data Entry | <input checked="" type="checkbox"/> Cataloging |
| <input type="checkbox"/> Research Assistant | <input type="checkbox"/> Operate Switchboard |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Receptions/Registrations | <input type="checkbox"/> Supervisory Responsibilities |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Access |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Installing Hardware |
| <input type="checkbox"/> Dreamweaver | <input checked="" type="checkbox"/> Internet Searches |
| <input type="checkbox"/> Troubleshooting PCs | <input type="checkbox"/> Graphic Arts |
| <input type="checkbox"/> Sports Information | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Library Circulation Desk | <input type="checkbox"/> Interlibrary Loan |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Food Preparation |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Cash Register Skills |
| <input type="checkbox"/> Heavy Lifting Required | |

Additional Job Qualifications Must have knowledge of beginning statistics, and single variable and multivariable calculus

Expectations Approximately 2 hours per week

Working Conditions Law Hall or at the Library (but really anywhere with computer access to the

web and to mathematics programs
such as Scientific Notebook or
Mathematica and Minitab)

Other