

Job Title	Teaching Assistant
PVN ID	PS-1612-001563
Category	Instruction and Social Service
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Part Time
Hourly Rate	\$40.00
Hour(s) a Week	3.00-4.00
Closing Date	Jan 19, 2018 (Or Until Filled)

General Description

The CUNY School of Professional Studies (CUNY SPS) provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers. Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited online degree and certificate programs for students who want the flexibility and convenience of online education.

CUNY SPS seeks a part-time Teaching Assistant to support a new university-business partnership designed to give CUNY students exposure to the business software and technology industry.

This is a grant-funded position.

Other Duties

Reporting to the Program Director, the Teaching Assistant will:

- Support course instructors in the classroom by preparing materials and setting up and managing the classroom.
- Teach selected segments of the course and lead class through exercises.
- Review and test course materials for accuracy and effectiveness.
- Review and grade course assignments.
- Assist students in accessing and navigating enterprise resource planning (ERP) software to complete exercises and assignments.
- Respond to student questions.
- Other duties as assigned.

Qualifications

Minimum requirements for the position:

- Bachelor's degree required.
- 2+ years of experience in supporting instruction.
- Organizational skills, attention to detail, and ability to follow established processes.
- Knowledge of MS Office (i.e. Microsoft Word, Excel, PowerPoint).
- Knowledge of business environment, financial management, and commonly used business software products, a plus.
- Familiarity with Blackboard, a plus.
- Availability 4:00 pm or later, Tuesday through Thursday.

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