

# COMPUTER SCIENCE DEPARTMENT

## TEACHING ASSISTANTS (GRADERS)

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Students should submit a cover letter which clearly states courses comfortable assisting in. Typical job duties in this position can include grading of exams, quizzes and HW, holding office and/or tutoring hours. Duties assigned vary based on instructor, size of class, and scope of course.

## STUDENT ASSISTANTS

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The Computer Science Dept. Office is seeking Student Assistants to work in the office directly supervised by the office manager. Duties assigned to these positions typically include reception, data entry, event planning, peer advising, restocking supplies/light cleaning, various errands and office assignments, web management (drupal) and other work as assigned. Student Assistants should be customer service superstars, detail oriented, problem solvers, and show an understanding of confidentiality and discretion.

## TUTORS

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The ACM club has been helping to facilitate peer tutors for the CS Dept. Current tutors offer assistance in CSC 210, 220, 340, 413 and MATH 226. Students should submit a cover letter which clearly states courses comfortable assisting in.

## STUDENT LEADS

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Late Junior, Senior and Grad students are welcome to apply to work as 'student leads' in CSC 211 and CSC 412. Students in these positions work closely with a supervising faculty member to fully lead sections of our 1-unit labs.

**Students in the positions other than the Student Assistant positions must have a minimum 3.0 GPA and have received a grade of 'B' or higher in the course they will assist in.**

FALL 2018