

Teacher Assistant

Teaching Assistant Job Description

Job Title Teaching Assistant
Hours 9 hrs. per week

Department Education

Supervisor Professor Stephanie Landis
Email s_landis@valleyforge.edu

Job Description

Help with the following:

- Objective grading
- Entering grades
- Typing
- Filing
- Sending emails
- Maintaining files
- Scanning
- Making copies
- Proctoring (only under specific circumstances)
- Research
- Tutoring math

Skills Required

- Organized
- Good math skills
- Responsible
- Professional and competent with Microsoft Office Suite
- Have exposure to confidential information so it is important that confidentiality be honored