Academic Course Assistant Position Description
Summer 2019

Overview
An Academic Course Assistant (CA) position is a part-time, eight-week position within The Comprehensive Studies Program for entering University of Michigan students. The main purpose of these positions is to provide supplemental academic instruction to Summer Bridge Scholars and CSP Summer scholars. Successful candidates will not only have a working knowledge of the discipline area, but also be able to model excellent academic behavior to our scholars.

Direct supervision for Course Assistants comes from the course instructor (CSP 105) or the Math Coordinator (CSP/Math 103 or 104; Math 105). The entire CA program is overseen by the Associate Director of CSP.

Responsibilities: Daytime and Evening

CAs are expected to work no more than 15 hours per week. A Course Assistant is expected to attend the class meetings of his/her assigned course each week to better understand each assignment as well as the pedagogy of the course. The CA is responsible for working with students in a workshop setting on Tuesdays and Thursdays between 6 PM and 9 PM for Writing courses or Mondays and Wednesdays between 6 PM and 9 PM for Mathematics courses.

- The Writing CA Position (CSP 105) involves consulting with students to facilitate their transition to college-level thinking and writing, helping them to become stronger and more confident writers. With guidance from the course instructor, duties may include: attending class, meeting with individual students, brainstorming topics and ideas with students, and providing information about student progress. Writing CAs are expected to meet weekly with the course instructor. Writing CAs will serve as intellectual role models for each student and is expected to provide advice for essays, analysis of texts and/or any other types of written work the instructor assigns.

- The Math CA is required to will help students with math problems and math homework in the workshop setting based on the direction of the SBSP Mathematics Coordinator. S/He will serve as an intellectual role model for each student and is expected to provide academic support for the mastery of all intermediate algebra problems, Gateway exam problems and mathematical concepts. A Course Assistant is also expected to attend the class meetings of his/her assigned course as appropriate each week to better understand the problems being assigned and the concepts covered during class time.

Qualifications
- Good academic standing at the University of Michigan with a 2.5 or better GPA and have achieved at least sophomore status (30 CTP).
- Earned grades of at least B in courses for which they will provide support (Writing or Math)
• Ability to discuss subject matter with students in a cogent fashion
• Previous enrollment in a CSP course is a plus
• Must attend mandatory training session.

Compensation

Compensation is $11.00 per hour. This position requires 10-15 hours per week from July 1 – August 16, 2019.

Deadline

Applications are available on the CSP website or the link below and are due by April 18, 2019. https://lsa.umich.edu/csp/employment-opportunities.html

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