

approved

STUDENT LABOR POSITION DESCRIPTION
Nursing

Most Recently Updated 03/05/99

Position Title: Student Teaching Assistant (Faculty Support)
Must work 5 or 10 hrs/wk.

I. Grade Level: 1-4

II. Description:

- A. The following are the essential duties for a Teaching Assistant (Faculty Support) in the Nursing Department:
1. Monitor and administer exams at the discretion of the nursing faculty.
 2. Performs library and online searches for materials that address the need of the nursing faculty.
 3. Maintains confidentiality.
 4. Types all correspondence, course materials, and other information, including exams, in appropriate format and style, saving on computer disks as instructed.
 5. Prepares copies of course materials and other information as requested.
 6. Performs other job-related duties as assigned.
- B. The following are *possible additional* duties for this position:
1. Runs errands on campus as needed.
 2. Grade papers at the discretion of nursing faculty.
 3. Hold study sessions for the students at the discretion of the nursing faculty.
 4. Lead group discussions through various medium.
 5. Be flexible and willing to do what is requested. Be motivated and do what is required with minimal or no supervision.
 6. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Will learn or demonstrate the attributes listed on the "Outline of Berea's Labor and Learning Progressions" for this job's grade level and all levels below it as published in *the Berea College Student Labor Program Policies and Procedures Manual*.
- B. Will develop an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- C. Will develop an understanding of the relationship between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- D. Will develop an ethical understanding of work.
- E. Will be trained to follow through on complex, detailed tasks involving primary research, compiling data, reporting data.
- F. Will learn to develop a sense of interest and participation in others.

IV. Basic Qualifications:

- A. General: Proven dependability; high degree of individual initiative to see that assigned tasks are completed on time in a neat and efficient manner.
- B. Skill: none
- C. Physical: No limitation.
- D. Academic: none

V. Desirable Qualifications:

A. Dependable and trustworthy.

VI. Narrative Summary:

Student was responsible for any tasks that assisted the nursing faculty. Monitoring and/or administering exams, researching topics, and typing correspondence were all performed at the discretion of the faculty, in addition to performing other job-related tasks as assigned.