Department of Mathematics
Student Assistant

Job Description

Title: Student Assistant

Department(s): Mathematics

Reports to:
1. Faculty Assistant Coordinator
2. Chair

Rate of Pay:
Undergraduate: $1000 per course assignment and $10 per hour for tutoring
Graduate: $1800 per assignment and $12 per hour for tutoring

Scheduled Hours: Combined (all jobs at FGCU) maximum of 29 hours per week
Job summary
Assist the Instructor of Record with various duties to aid with the instruction of the course.

Summary of essential job functions
- Read and follow the course syllabus and course policies.
- Help students during lecture.
- Grade student work as directed by Instructor of Record.
- Enter student grades as directed by Instructor of Record in a prompt fashion.
- Proctor in-class assessments.
- Check email daily.
- Be prepared and organized.
- Punctual to classes and meetings.
- Attend all staff meetings and in-service trainings.
- Act in a professional manner at all times.
- Complete additional duties as assigned by the Instructor of Record.
- Complete additional duties as assigned by the Faculty Assistant Coordinator.

Minimum requirements
- Undergraduate Students:
  - Must be an FGCU enrolled student and take a minimum of 3 credits hours during the semester you are working.
  - Should have at least Junior standing.
  - Have completed MAC 2311 and STA 2023 or equivalent
  - Have an overall GPA of at least 3.0 (preferably 3.5)
  - Have a cumulative math course GPA of at least 3.5 (preferably 4.0)
- Graduate Students:
  - Must be an FGCU enrolled student in the MS in Mathematics program and take a minimum of 3 credit hours during the semester you are working.
  - Have at least 10 credits hours of mathematics beyond calculus, preferably including some linear algebra, abstract algebra, and advanced calculus.
  - Have an overall GPA of at least 3.0 (preferably 3.5)
  - Have a cumulative math course GPA of at least 3.5 (preferably 4.0)

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.