Job Description for Graduate Assistantship Intern

Intern Name_________________________  Semester- Fall____  Spring____  Year____

Job Summary:

This position requires a student intern to devote 15-20 hours per week working closely with faculty in the Division of Bible and Christian Ministry on the Undergrad Campus to assist with classroom and/or online courses.

Job Duties:

1) Attending classes  
2) Grading papers  
3) Interacting with students  
4) Occasional opportunity to lecture  
5) Proctoring quizzes and/or exams  
6) Responsible for all blogging, interacting, and grading for online courses

Working Relationships:

Responsible to: Specific Faculty Member in the Division of Bible and Christian Ministry

Works closely with: Faculty member and students

Skills Required:

High GPA  
Excellent writing skills  
Dynamic oral communicator  
Diversified teaching methods

Time Required:  15-20 hours per week

Length of Service:  One academic year

Training and development:

Discretion of Professor

Resource Materials: