Student Job Description – CircuiTAtor

PURPOSE: The purpose of the CircuiTAtor position in the College of Engineering at The University of Iowa is to enhance the coordination of academic support for students enrolled in Circuits. A collaborative team of CircuiTAtors is focused on supporting students in and outside of the classroom setting by combining the responsibilities of a Circuits TA and Tutor.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES: A CircuiTAtor will:

• Work as part of a team to coordinate support of students in Circuits including, but not limited to: facilitating discussion sections, holding office hours, tutoring in Engineering Tutoring, attending lecture, grading homework and exams, recording instructional videos, and organizing and conducting exam reviews.
• Carry out additional duties determined by the faculty members teaching the course.
• Attend trainings at the beginning of the semester; Engineering Tutor Training and TA specific training.
• Attend regularly scheduled staff meetings.
• Maintain effective, active communication with the CircuiTAtor team, including other CircuiTAtors, Circuits professors, and the Director of Tutoring.

SUPERVISION RECEIVED: General supervision is received from the Circuits professors and the Director of Tutoring.

QUALIFICATIONS: Interested students must:

• Be enrolled as an undergraduate student in the College of Engineering.
• Obtain, at minimum, an A in Engineering Fundamentals II: Electrical Circuits.
• Maintain Academic Good Standing with a UI cumulative and semester GPA of 3.00 or higher.
• Demonstrate knowledge and competence in Circuits.
• Be able to collaborate with a team of Engineering peers and professors and take initiative as an individual.
• Have excellent written and verbal communication skills.
• Have a positive and respectful attitude in working with a diverse population.
• Be willing to speak positively about the College of Engineering and The University of Iowa.
• Maintain strict confidentiality regarding student records and conversations, as appropriate.

SALARY: $15.00/hour, for 10 hours per week.

EMPLOYMENT PERIOD: Academic Semester, mid-August to end of December

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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