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 flipped lecture sections, grading homework, proctoring exams, recording instructional videos, and conducting exam reviews.
- Carry out additional duties determined by the faculty members teaching the course.
- Attend staff trainings at the start of the semester and any additional trainings as scheduled.
- Attend regularly scheduled staff meetings.
- Maintain effective, active communication with the Instructional Support team: other CircuiTAtors, Circuits professors, Engineering Tutoring team, and the Director of Instructional Support.

SUPERVISION RECEIVED General supervision is received from the Circuits professors and the Director of Instructional Support.

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.
- Collaborate with a team of Engineering peers and professors, showing individual initiative when needed.
- 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 – With a reapplication process for the spring semester

The College of Engineering is committed to building a welcoming and inclusive community of learning and scholarship with the support systems for all persons to thrive. We recognize that diversity enriches the educational experience when everyone has the opportunity to excel and have their contributions respected and valued. We strongly encourage engineering students from diverse backgrounds to apply for this position, including students of all races, national origins, colors, creeds, religions, sexes, ages, abilities, veteran status, sexual orientations, gender identities, and all other representations of identity.

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