

Macalester College
Student Employment Job Description
Employment Dates: Academic Year

Department: French Department	Position Title: Teaching Assistant
Supervisor: Theresa Klauer	Position Classification: Student Assistant I
Telephone: 696-6437	Pay Grade: Tier II
Email: klauer@macalester.edu	Budget Number: 10-1170

Purpose:

The Macalester College Student Employment Program is designed primarily to provide student employees with a broad range of work opportunities in which each job is necessary to assure the viable operation of the college, to foster student career development through a variety of work experiences, and to provide a work environment that will teach students about the varied responsibilities and opportunities of employment.

Qualifications and/or Special Skills Necessary to Perform the Duties of the Position:

1. Advanced oral and written knowledge of French, near-native quality.
2. Returning from a semester in France or equivalent.
3. Ability to work responsibly with faculty and students.
4. Organizational skills.
5. Reliability

Job Functions and/or Special Projects:

1. Tutoring
2. Facilitating small conversation and discussion groups
3. Correcting advanced level papers with keys.
4. Working with Françoise Denis (Secretary of The Rencsesvals Society)
5. Cover front desk as needed
6. Answering telephones, taking messages, offering information as needed

Skills Acquired or Developed on the Job:

1. Develop teaching skills.
2. Increased knowledge of subject matter.
3. Enhancement of work habits.