POSITION: Classroom Assistant - School of Law

Classes:
Prof. Skover - Constitutional Law, TTH 2pm-3:50pm;
Constitutional Law II, TTH 10:30am-11:45am

Judge Erlick – Professional Responsibility, TTH, 9am-10:15am

Prof. Powell – Torts, MW 1pm-1:50pm

Prof. Kirkwood – Business Entities, MW 5:30pm-7:20pm

ESSENTIAL JOB FUNCTIONS: The Classroom Assistant will be responsible for launching and monitoring zoom for classes that are being taught remotely.

Responsibilities include, but are not limited to:
(1) Ensure camera and sound are functioning prior to the start of class.
(2) Launch Zoom prior to the start of each class session.
(3) Take class attendance.
(4) Monitor the chat room and “raise your hand” feature.
(5) Relay questions to the professor on behalf of remote participants.
(6) Assist the instructor with specific technical functions (e.g., initiating breakout rooms)

MARGINAL JOB FUNCTIONS: Provide technical support to the instructor as needed prior to the start and throughout the live session. Provide initial support for troubleshooting live sessions issues.

SCHEDULE: Effective start of the fall 2020 semester. Student must be available prior to the start of the semester for technology training and to meet with the professor prior to the start of the course.

QUALIFICATIONS: You must be a currently enrolled student to apply. You must be able attend each class session for the class in which you are serving as an assistant. Work study is not required, but experience and comfort with technology in general and zoom is welcome. Preference will be given to students who have taken the class.

SALARY: Initial pay rate is $16.40 per hour.

APPLICATION INSTRUCTIONS: Email résumé (and schedule of availability) to Assistant Director, Natasha Murphy, at murphyn@seattleu.edu. / Email subject Classroom Assistant - School of Law (Professor)

SPECIAL NOTE: All position applicants must prove authorization to work in the United States at the time of a position offer. Individuals must possess the ability to perform the essential functions of the job, with or without reasonable accommodation.

Employment Documentation:
I-9, W-4, Direct Deposit and Student Employment Action form (SFS will provide you with these documents.

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