



Columbia International University Seminary Assistantship Description



The following is a list of tasks that a Seminary Assistant may undertake:

- Resident Course Administration:
 - Preparation/submission of Library Reserve and Textbook Order forms
 - Preparation of class roster in mark book
 - Record and calculate grades of student course work
 - Copy instructional materials (class handouts)
 - Prepare PowerPoint presentations for class
 - Develop and maintain course website
- Distance and Online Course Administration:
 - Perform tasks related to course development (copyright permissions, preparation of instructional material, audio or video production engineer)
 - Develop and maintain course website
 - Course liaison for students
 - Grade student work and monitor course discussion forums (when qualified)
- Resident Course Involvement (when qualified):
 - Grade for the course
 - Lead some class lectures and discussions
- Advisees:
 - Maintain current advisee lists with contact information
 - Act as liaison to advisees, keeping them updated on academic administrative matters
- Academic Administration: for faculty members who are Academic Group chairs; perform tasks which support their work.
- Recruitment:
 - Liaison with prospective students in routine matters which use faculty prepared materials
 - Perform tasks in support of activities cultivating and sustaining relationships with wholesalers (leveraged partners)
- Scholarly Work Support:
 - Provide bibliographical updates in support of courses and research
 - Perform tasks in support of scholarly research and writing

Requirements:

- ✓ Must be a CIU Seminary and School of Missions student.
- ✓ Must be able to dedicate 12-15 hours per week to working with the assigned professor.
- ✓ Must fill out a 2008-2009 FAFSA.

Employment History

Have you worked at CIU before? Yes No

If yes, please identify the department(s) and type of work:

Previous Employment (*other than CIU*):

Company Name	City and State	Type of Work

Any other helpful information you wish to provide:

Please attach a resume if you have one.

Applicant's signature _____ Date _____