

Job Title:**Teaching Assistant, College of Pharmacy****Job Description:**

The Teaching Assistant Program allows for P2, P3, and P4 students to share their pharmacy knowledge with one another in the classroom as an assistant to the faculty. The program exposes these student pharmacists to the world of academia and empowers them as a student leader and mentor as well as to what goes on behind the scenes in the classroom. All students, except for the incoming class, have the opportunity each semester to apply for the Teaching Assistant program based on experience, professionalism, and academic performance with a GPA of 3.5 or higher.

Reports to:**Academic Affairs Coordinator****Classification:****Part-Time, Non-Exempt****Essential Duties:**

- Perform teaching-related duties and provide administrative support for faculty members in the College of Pharmacy;
- Support student learning by assisting in class preparation, grading assignments, proctoring examinations, and maintaining thorough recordkeeping while upholding confidentiality;
- Utilizes the payroll system to accurately log in classroom hours each week;
- Represent the College of Pharmacy through courteous and professional behavior;
- May also provide tutoring services for individual students or groups;
- Other duties as assigned.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

**Qualifications/
Education:**

- Minimum 3.5 GPA in College of Pharmacy coursework;
- Excellent communication skills via in person, email, and over phone;
- Ability to work with students one-on-one and in small groups;
- Available to work at least 8 hours per week during the academic semester.

Salary:

CHSU offers competitive wage and benefits packages and is an EEO employer

Application Instructions

Submit resume and cover letter electronically to careers@chsu.edu and type **TEACHING ASSISTANT** in the subject field of the email.