

**REACH Graduate Student Assistant
GEN 103 and 104 Intervention Courses
2018-2019 Job Description**



Position Title: Graduate Student Assistant (GSA) for GEN 103/104

Title of Supervisor: REACH Coordinator

PTE: 10 months, part-time, 20 hours/week: August 3, 2018 through May 31, 2019

REACH employs graduate student assistants to serve as *GEN 103/104: Special Topics in College Mathematics* instructors each academic year. These intervention courses are designed for UofL students who are not “college-ready” in mathematics and focus on algebra topics such as linear equations and factoring. (For more information about these courses, visit the REACH website at reach.louisville.edu.) *GEN 103* and *GEN 104* are computer-based courses that meet twice a week for 50 minutes and utilize an online homework, tutorial, and assessment program.

GSA responsibilities include, but are not limited to:

1. Teaching 3-4 sections of *GEN 103/104* each semester (fall and spring)
2. Tutoring students from *GEN 103/104* and other mathematics courses in the REACH Math Resource Center and GEN 103/104 classroom
3. Holding regular office hours
4. Maintaining gradebooks and attendance records
5. Supervising math tutors
6. Attending a weekly staff development meeting
7. Assisting with various REACH events, as needed

Required qualifications:

- Deep understanding of concepts in high-school and college algebra
- Working knowledge of Microsoft Word and Excel
- Full-time graduate student (9 hours minimum) for the entire academic year (fall and spring)
- Minimum 3.0 cumulative GPA during undergraduate career
- Available to work during the 10-month period listed above

Preferred qualifications (not required):

- Working knowledge of online homework, tutorial, and assessment programs—such as MyMathLab/MyLabsPlus, Hawkes Learning, and/or ALEKS
- Tutoring and/or teaching experience (e.g., practicum experiences, student teaching)
- Extensive coursework in mathematics
- Coursework in education

CYW: 12/8/16; 1/23/2018