Job Description

POSITION: Temporary Academic Assistant
SUPERVISOR(S): MAcOM Program Director, Lesley Hamilton (Lhamilton@aoma.edu)
SUPERVISES: N/A

GENERAL DESCRIPTION:
- Temporary, part-time position
- Research available classical and current literature and create reference lists for DAOM syllabi.
- Assist in creating syllabi according to format provided and insert reference lists and other information provided.
- Proof read select DAOM documents.
- Facilitate communications (phone calls, emails) between AOMA and DAOM faculty candidates.

DUTIES:
- Use library resources to identify potential references for DAOM courses, including books, peer-review journal articles, web-sites, etc.
- Evaluate identified resources for inclusion on syllabi, justify inclusion.
- Distinguish which courses each reference would be suitable.
- Create a basic syllabus for each course using template provided; insert basic course information such as description, credits, etc (provided); insert finalized reference list.
- Proof read and track-changes editing of select DAOM documents.
- Facilitate communications in DAOM faculty recruitment efforts.

MINIMUM REQUIREMENTS:
- Must be currently enrolled student at AOMA, in good academic and financial standing, and eligible for Federal Work Study
- Computer proficiency, including Microsoft Office programs and Outlook
- Ability to multi-task, exceptional organizational skills
- Communication skills

PREFERRED QUALIFICATIONS:
- Excellent computer skills: Word: typing, formatting, track-changes; Outlook
- Literature research skills: EBSCO and other internet searches
- Be able to write in an academically professional manner
- Professional demeanor; maintain confidentiality
- Passion for quality results; results oriented
- Self-starter, solid work ethic
- Experience working in higher education curriculum development helpful but not required

PHYSICAL REQUIREMENTS
- Determines, distinguishes, identifies, recognizes, perceives, estimates, judges, inspects, compares, observes, assesses. Attention to detail essential, including proofreading documents and lines of text and numbers, visual discrimination