



Federal Work Study Program

Name of the Position: Prelicensure Course Assistant

Classification: Federal Work Study

Employer: Charles R. Drew University

Department: Prelicensure Programs

Location: LSRNE Building

Work Hours: 20 Hours a week/Flexible

Rate of Pay: \$20/hr

Supervisor: Dr. Sharon Cobb

Contact Info: sharoncobb1@cdrewu.edu or (323) 563-3345

Purpose/Role:

The Course Assistant will support the academic faculty and staff in the MMDCON Prelicensure Nursing Programs, assisting in the facilitation of classroom activities, providing administrative support, and helping to enhance the learning environment for students. This role is critical in maintaining the smooth operation of the course and providing students with necessary resources and support.

Essential Duties and Responsibilities:

Duties Include: Assist faculty with the preparation and distribution of course materials.

Help maintain and organize digital course resources.

Support the setup and takedown of instructional equipment or materials needed for classes.

Facilitate small group discussions or tutoring sessions under the supervision of the faculty.

Monitor and manage class attendance and records under faculty guidance.

Provide technical assistance to students and faculty during virtual or in-person classes.

Assist in grading assignments and exams under the strict guidance of academic staff (ensuring confidentiality and integrity).

Participate in special projects and events related to the course, as needed.

Maintain regular office hours to assist students with academic inquiries and course content.

Perform other related duties as assigned to support the academic team.

Education: Must be a current ELM and BSN student of the MMDCON and in good standing.

Minimum Experience/Qualifications:

Strong organizational and time management skills.

Excellent communication skills, both oral and written.

Ability to work independently and as part of a team.

Knowledge of or willingness to learn course-related software and platforms.

Previous experience in tutoring or as a student assistant is a plus.

Working Environment:

Primarily indoor office environment.

Requires frequent interaction with students and faculty.

May require lifting of up to 20 pounds for equipment setup.

Computer Skills: Familiarity with Microsoft Office

Physical Demands: ABILITY TO LIFT 20 POUNDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

Mental Demands: ATTENTION TO DETAIL

- The ability to perform highly detailed work with sustained attention and care while providing/obtaining information on numerous tasks
- Ability to multi-task and prioritize work for best outcomes.
- Possess exceptional decision-making skills based on reasoning, judgment and integrity.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. I understand that CDU at its sole discretion may change this description or any of its components at any time.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____