

**Course Assistant Positions in General Studies
New College of Interdisciplinary Arts & Sciences**

Applications are being accepted for the Course Assistant (CA) positions in the General Studies program in the New College of Arts & Sciences. Applicants with completed applications are included in the candidate pool to be considered for CA openings in the Fall 2020.

These positions involve assisting faculty who teach NEW 194: Global Transformations which is the first of three, one-credit courses required in a new thematic General Studies program that is being piloted at the West campus. The CA duties will be completed both in person and remotely, including meetings with the faculty as needed.

CAs will be appointed to assist in NEW 194 which is a C session, 15-week course. Responsibilities will include, but are not limited to, grading assignments, facilitating online and f2f discussions, and answering student questions. The positions are competitive and the hiring decisions are made based on many factors, including the applicant's interests, areas of content knowledge, academic achievement, and relevant experience.

The CA positions carry a stipend, without benefits. CAs will work 10 hours a week.

- 10 hours per week: \$1,725 for 15-week course

To be considered for a CA position, the applicant must meet the following basic criteria set by the University:

- An actively enrolled student in a graduate program at ASU in Fall 2020
- No other position at ASU that exceeds 10 hours per week (the maximum combined work load for a student worker is 20 hours and the minimum commitment for CA is 10 hours)

Applications are accepted continuously but CA hiring decisions will be made in early August. Once in the candidate pool, an applicant is considered for all subsequent sessions in 2021.

You can self-enroll into the General Studies CA Center via this link:

<https://canvas.asu.edu/enroll/8F7AYD2>

Once enrolled, enter the Canvas Site, go to Modules, and complete all the items in the section for CA Application. The required items are:

- a. CA application form
- b. Resume/Curriculum vitae
- c. Unofficial transcripts: ASU graduate program (if available), undergraduate program, and any other graduate studies
- d. Brief cover letter outlining experience and interest in the position

Please email Stephen Toth, Director of General Studies, stoth@asu.edu or Tracy Encizo Tracy.Encizo@asu.edu if you have any questions about the positions or the application process.