Part-time job – Course assistant to Professor Krim

- About 4-6 hours/wk
- **Tasks:**
  - Working at your home helping a professor with preparation related to his classes/courses
  - Help on prepping and revising text on “blackboard” (course information page), revising syllabi, proofing and developing Excel grading sheet, scanning, revising PowerPoints for each class
- **Skills/Qualifications:**
  - Skill in excel and word software
  - Generally, very good computer skills
  - Experience with Dropbox
- **Characteristics:**
  - Energetic, thorough, comfortable asking questions, prioritizing
- Content for courses has to do with entrepreneurship, innovation and local history
- Virtually all can be done at home, a good amount of control on timing – occasional rush tasks
  - Rush tasks require assistance in a time crunch due to unforeseen circumstances such as professor’s sick days or school cancelations
- Pay $15 to $17/hr
- Contact Prof. Krim: r.krim@comcast.net – send resume & cover note by early December