**Instructional Assistant**

Job Description: Instructional Assistants work with students currently enrolled in specific science and math courses to help them understand and apply course material. IAs typically meet with students in designated classrooms on campus for 3-6 hours per week.

Requirements:

* Overall GPA of at least 3.25
* Successfully passed the target course with at least a B+ (including lab, if applicable)
* Effective communication and leadership skills
* Understanding of key concepts of peer tutoring methodology and best practices
* Availability to meet with students for a minimum of 3 hours per week

Additional Responsibilities:

* Attend all required meetings, trainings, and information sessions.
* Report session attendance accurately and punctually
* Abide by the policies set forth in the Tutor Code of Ethics
* Uphold all of Cedar Crest’s policies and standards, including the Honor Code and Community Standards for Social Conduct