Assistant to Professor Charles Barnett

US Health Sector’s Development from the 18th to the 21st Century (TC 330)

FALL 2018/SPRING 2019 DUTIES

The Plan II/US Health Sector Service-Learning Student Assistant helps the instructor of TC 330 with various organizational tasks. The assistant will be asked to perform the following duties and other duties as assigned each semester based on the change in course instruction.

Fall Semester – Classroom Instruction

- Canvas management:
  - Transfer reading material to accessible format for students.
  - Assemble the proposed questions submitted by students for each class and discuss with Professor Barnett prior to each class.
  - Collect the assignments and review with Professor Barnett.
  - Discuss the order of the reading material with Professor Barnett.
  - Assist in typing up references for the reading material.

- Course organization and management:
  - Assist with the logistics for the tours of social service agencies in Austin.
  - Prepare the A/V equipment for each class.
  - Review the class schedule and the overall plan for the semester.
  - Assist in scheduling guest speakers for specific classes.
  - Attend the classes and provide feedback to Professor Barnett after the class.

- Review the applications for spring internship placement with Professor Barnett.

Spring Semester – Internship Placement and Management

- Canvas management:
  - Transfer reading material to accessible format for students.
  - Assemble the proposed questions submitted by students for each class and discuss with Professor Barnett prior to each class.
  - Collect the assignments and review with Professor Barnett.
  - Discuss the order of the reading material with Professor Barnett.
  - Assist in typing up references for the reading material.

- Internship site management:
  - Assist with the preparation of the documentation necessary for the Internships.
  - Assist with the logistics for the Internships.
  - Serve as intermediary with student and site concerns as they arise.

Applicants must be trustworthy, responsible, well organized, and creative in order to successfully handle the multi-faceted demands of this position. They are responsible for class
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administrative duties as assigned. They will also be expected to make significant contributions to class discussion, semester planning, theoretical thought, and logistical problem-solving to prepare and implement all events associated with the class including class visitors, class readings, field trips, student behavior, and Canvas navigation.

The student assistant is expected to have an intelligent understanding of the material discussed in class as well as the thematic elements taught cumulatively over the semester’s term.

Work hours vary per week depending on the time of the semester, but will average 6 hours per week for the remainder of the fall 2018 semester and 3 hours per week during the spring 2019 semester.