

SBE Student Assistant P-T Job Description

Professor of Business Administration wants dependable student assistant to work one or two mornings (or afternoons) a week (one or two blocks of time - 3 to 6 hours) in professor's office.

Student Assistant must have good computer skills, including working knowledge of Word and Intermediate Excel, and good mathematical facility.

Student must be able to work independently.

Responsibilities will include, but not be restricted to, the following.

- a. Tracking student attendance and performance by:
 - i. Creating class spreadsheets recording attendance and homework grades
 - ii. Creating tables showing section and overall distributions of student performance on tests

- b. Evaluating sections of student end-of-term projects by reconciling checklists, verifying project tables and analyzing Break-even Point, Target Sales, etc

- c. Creating customized spreadsheets and developing data reports for research projects with data from the Journal Citation Reports research database

Pay is \$9.00 to 10.00 per hour depending on experience.

Please email resume and contact information to:

Vincent.Richman@sonoma.edu