Business/Economics Assistant

Description of Duties:

- Work 10 hours a week at the Kilgore campus (paid at $8.75 per hour).
- Assist faculty with grading weekly discussion forums and essay papers in a timely manner.
- Assist faculty with other administrative duties as needed.

Qualifications/Requirements:

- Must have at least a 2.0 GPA.
- Must be a mature individual with computer skills.
- Must have a mastery of the English language.
- Must be able to read and write proficiently.
- Must have good listening skills and be able to follow instructions.
- Must be able to maintain confidentiality.
- Must be able to sit for long periods of time.
- Must be able to focus on their duties at hand and not be hindered by personal electronic devices, schoolwork, visiting, etc.
- Prefer a student who has taken and passed either Macroeconomics or Microeconomics.

Preferred Hours: (work hours will depend on the student’s availability)

- Monday-Thursday – 10 am-1pm or 12pm-3pm
- Friday – 9am-1pm

Contact:

Dr. Ginger Dennis          OR          Ada Ortiz
Department Chair               Economics Instructor
903-988-3722                    903-984-8158
gdennis@kilgore.edu              aortiz@kilgore.edu
Porter BA Bldg 24 – Office 205-C      Porter BA Bldg 24 – Office 205-A