



## Student Faculty Assistant

NAU is seeking student assistants to help with the development of online educational materials. This unique opportunity gives you a chance to work alongside NAU faculty on various projects. The position is project based.

**Job Title:** Student Assistant

**Rate of Pay:** \$1,250 for the term of the project

**Hours/week:** Varies by Faculty

**Employment Period:** June 01, 2021 - September 30, 2021

### Duties and Responsibilities:

- Assist with developing Online Educational Materials (OER) (tests, questions, videos)
- Assist with testing usability of OER development.
- Assist with assessing student perspective reception of materials (language, images, diversity, level of understanding, format)
- Assist with assessing OER platform
- Assist with logging/journaling procedure used in the development of the OER
- Provide written bi-weekly reports of work completed
- Knowledge of FERPA and NAU's Code of Conduct.
- Walking and standing for long periods of time may be required along with minor lifting up to 3 lbs.

### Minimum Job Requirements:

Current NAU undergraduate or graduate student; recent graduate of NAU (2020-2021). Ability to access and utilize online resources, minimum GPA of 2.5. Available to work face-to-face and online.

### Knowledge and Skills Required:

- A high sense of ethics and moral aptitude as a representative of NAU
- Works well in groups and independently.
- Ability to work an established schedule with punctuality being of high importance.
- Ability to work remote and or on campus.

**To Apply:** Submit a recent resume to [hr@na.edu](mailto:hr@na.edu), and include a listing of courses taken in the your current discipline. One letter of recommendation from an NAU Faculty member.

**NOTE:** Due to the nature of this opportunity, failure to fulfill any part of the duties assigned can result in discontinuation of position and payment. The position requires a committed and strong work ethic to carry-out the project to completion.

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