1. Name of the position:  Student Help

2. Supervisor and department name:  Norbert Meroux.  Business and Computer Science Division

3. Contact number:  Email address: merouxn@crc.losios.edu, Online support via Zoom meetings

4. Location/room number:  Online support via Zoom meetings.

5. Number of positions available:  1

6. Please describe the job duties:

Under the supervision of an Instructional Assistant: Assist students in utilizing the remote lab or studying from home; help them with using various computer software related to coursework; Guide them with their homework assignments and projects.

7. Any specific job requirements or skills preferred (e.g. computer, filing, GPA, coursework):

Business students enrolled at CRC in Business, Accounting, or Economics courses.  Must know how to use Windows 10 and be familiar with Microsoft Office applications such as Word, Excel, or PowerPoint.  Ability to communicate effectively and be patient.

8. List days(hours needed, unless it’s flexible:

Flexible hours during weekdays between 9 am – 9 pm.

Please submit the application to the  Business and Computer Science Division  via:
Norbert Meroux.  merouxn@crc.losios.edu