**Department:** Sciences & Mathematics  
**Supervisor:** Ariel Setniker

**Job Title:** SA - SWiM Workbook Editor  
**Hours to be Worked:** up to 20 hours per week

**Pay Level:** III  
**Hourly Pay Rate:** $16.00/hr

**Job Summary (purpose of nature of work):**
Student assistants will proofread and work through MTH 100 workbook draft, suggesting edits for workability, legibility, and overall aesthetic.

**Job Duties:**
- Proofread MTH 100 Workbook draft
- Work through MTH 100 workbook draft
- Compile and suggest edits to MTH 100 workbook draft
- Type solution keys to MTH 100 workbook
- Coordinate with faculty authors

**Required (or Preferred) Skills, Knowledge, and Abilities:**
- The student must have taken MTH 100 College Algebra & Trigonometry (or equivalent) and received a C or better in the course
- Knowledge of concepts and processes taught in MTH 100
- Neat handwriting and typing skills

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