

UNIVERSITY OF ILLINOIS  
AT URBANA - CHAMPAIGN

Department of Chemical and Biomolecular Engineering  
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## Hourly Assistants Wanted Positions Announcement

### Classroom Assistants and Tutors

- ✓ Assist professors and lecturers with classroom responsibilities
- ✓ Tutor undergraduate students in chemical engineering core courses
- ✓ Available Fall 2017 (August 20 – December 23)
- ✓ Hourly wage \$15/hr.

Duties and time commitments are dependent upon assignment and may include one or more of the following tasks. *For assisting professors and lecturers:* classroom assistance; conducting discussion sections; holding office hours; grading homework sets; and assisting in the grading of reports, tests, quizzes, and exams. *For tutoring:* facilitate tutor sessions to help students to understand core course materials. It is estimated that the total time commitment depends upon the assignment, usually less or more than 10 – 14 hrs/wk for classroom assistants, and 2-5 hrs/wk for tutors.

Qualifications: Student applicants should be in chemical engineering and have completed or are enrolled into ChBE 422 and ChBE 424, maintain a high GPA (preferably 3.7 and higher), and possess strong communication skills. Graduate students are welcome to apply. Degrees in disciplines with similar ChemE background may be acceptable.

To ensure full consideration, applications should be received by 12-noon on Friday, March 31. Please submit your application package to the departmental office, contact information below (paper or electronic submission is welcome).

#### Procedures for Application:

- Complete the Hourly Assistant application form.
- Provide class schedule or availability to serve as a classroom assistant
- Send a pdf of your DARS report.
- Provide a name and email of reference from a UIUC professor or lecturer.
- Send to:

Kay Moran / via Jadii Rodgers  
Assistant to the Head and Academic Programs Specialist  
Department of Chemical and Biomolecular Engineering  
E-mail: [rodgrs@illinois.edu](mailto:rodgrs@illinois.edu)