Instructor Assistant (IA) Agreement Form

General requirements: To be eligible for this position this person must be a Graduate Student enrolled in a graduate program at Liberty University.

The Instructor Assistants for DLP assist the Faculty by managing the daily emails, phone calls, and correspondence related to each DLP course.

Responsibilities:

1. Provide prospective and current students with information regarding the external degree program.
2. Welcome students and provide them with a source of contact for each course.
3. Make outbound calls to verify students have appropriate course materials and ensure their academic progress.
4. Answer questions and clarify requirements for specific assignments
5. Review and make appropriate decisions on Test Question Challenges
6. Assist in maintaining accurate and up to date resource materials for External Degree Courses.

Reimbursement:

Twelve-month Instructor Assistants (IA’s) will be paid $6.60/hr, and will receive a full tuition waiver for 18 credit hours annually (9 hours/semester). Those IA’s not working through the summer receive the tuition waiver for 12 hours annually (6 hours/semester).

Time commitment:

1. IA’s will work at least 15 hours per week during the semester and a minimum of 25 hours a week during the summer.
2. IA’s should be available to work during the summer and during December and January when school is out. If that is not possible, alternative arrangements will be determined at the time of hire. Should a twelve-month IA discover, during the course of their employment that, due to unforeseen circumstances, they will be unable to work during the summer they are asked to inform their supervisor of this development 4 weeks in advance. Should such an alteration in the initial contract become necessary, the IA would then be required to reimburse Liberty University for 3 of the credits for which tuition had been waived during the spring semester in anticipation of work to be done in summer.
3. Breaks and Vacation: IA’s are eligible for 15 (unpaid) days off per year (vacation + sick days). Vacation time may be taken during Fall break, Spring break and/or one week during the summer, when arrangements are made in advance with the supervisor so as to assure phone coverage during the IA’s absence. IA’s not working through the summer, may take vacation days during Fall and/or Spring breaks, with advance arrangements with their supervisor.

4. We request 4 weeks advance notification of intention to terminate employment.

I have read attached job description and agree to meet assigned duties.

Signature of the Instructor Assistant                     Date

Signature of the Supervisor                              Date