



Job Description Form

General Information	
Job Title:	Teaching Aide
Division/Department:	Associate Provost for Students' Affairs (APSA) Division
Section:	Student Happiness Center

Tasks and Responsibilities
1. Helping students of determination, such as the visually impaired, by reading exam questions aloud and writing their answers for them. 2. Providing assistance to students who encounter educational or academic difficulties, including helping them prepare research papers and reports. 3. Offering explanations of course material in a way that caters to the specific needs of students with similar challenges, ensuring they fully comprehend the subject matter. 4. Supporting other students in using educational and technological devices to facilitate the learning process..