

Watauga Residential College GA

20 hours/week

8,000.00

Assist the Director in the performance of his duties: prepare course proposals for review; assist in class scheduling; review and assist in maintaining program budget; assist in providing and managing resources for teaching faculty and for program events; develop and institute procedures that will ensure efficient operation; assist in developing materials for student recruitment; assist in recruiting faculty instructors; assist in planning, coordinating, and conducting Watauga Residential College student events; perform other duties as required.