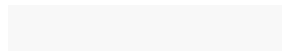




## Undergraduate Studies



Position Summary: The Software Coach instructs students remotely in the use of computer technology and software (PC and Mac). This position may work up to 20 hours per week.

### Position Accountabilities:

- Assists students in Zoom, Microsoft Office software, basic Blackboard skills, and presentation software packages
- Enters all session outcomes in Starfish same day as appointments
- Attends mandatory remote bi-weekly/monthly meetings with Graduate Assistant
- Completes all job requirements as outlined in TASC's Student Employee Policies & Expectations
- Completes mandatory training requirements assigned each semester by the deadline provided
- Actively participates on one team committee and one marketing event
- Replies to all emails and calls from TASC, students, and instructors on same business day
- Upholds all TASC's policies and expectations
- Completes additional student worker requirements by the due dates specified for that semester. Examples include