Student Teaching/Graduate Assistant

Reports To: Julie Tracy Lockwood

OVERVIEW
The University of Colorado Denver's Institute for International Business (IIB) serves as the center for the advanced study and teaching of international business at the University of Colorado. It is also home to CU Denver's Center for International Business Education and Research (CIBER), a prestigious designation by the U.S. Department of Education awarded to 15 universities across the nation to serve as centers of international business expertise and promote U.S. global competitiveness for students, faculty, and American businesses. CU Denver Business School has Colorado's only CIBER and is one of the longest standing CIBER institutions.

POSITION
This position will be integral in assisting the lecturer to prepare for her course, Emerging Technology in International Business. This is a great opportunity to work directly with a leading expert from the Denver community on blockchain solutions in the international business atmosphere. You will get to work with the lecturer while learning about emerging technologies and making connections in the industry along the way.

Julie Tracy Lockwood is the Program Director with IBM Global Business Services where she manages products on IBM Cloud including Blockchain Integration Services, Internet of Things connectivity solutions, and Payment Gateway.

DUTIES (include, but not limited to)
- Attends all classes (Thursdays 6:30-9:15 pm); join 15 minutes early to help with speakers.
- Organize and set up calendar invites via zoom for guest speakers.
- Assist the professor in grading group projects and papers.
- Work with the students to setup groups, answer questions, and schedule presentations.
- Revise and adhere to the class schedule.
- Stay up to date on the class readings to provide perspective and be the first line of assistance for students.

REQUIRED SKILLS
- Current student at CU Denver
- Demonstrated proficiency with Microsoft Office Suite, particularly PowerPoint, Word and Excel
- Research skills with guidance
- Experience with eLearning and virtual meeting platforms (Canvas, Zoom, Skype, etc.)
- Strong written and oral communication skills

TIME REQUIREMENT/PAY
This Teaching Assistant position requires approximately 8-10 hours per week and will be paid $15.85/hour. This position requires in-person attendance during class and remote work during the remainder of the week.

To apply, please email a cover letter and resume to Karen Freidhof at karen.freidhof@ucdenver.edu.