

Ackerman STEM Learning Center Student Aide Requirements

- Student assistants should be hired, scheduled, and ready to work when a semester begins.
- Submit applications at the end of the fall semester to work in the spring semester.
- Submit applications at the end of the spring semester to work during the summer or fall.
- **You must be willing to greet students, pay attention to Center activity, and direct students to ensure they are following Center policies.**
- You must participate in training happening the week before the semester begins.
- Preference is given to applicants planning to be at MC for over one year.
- You must be enrolled for a minimum of 6 credit hours (12 for International Students).
- You must maintain a 2.5 overall grade point average.
- You must be a US citizen, resident alien, or have an F-1 visa. You must have a Social Security number and be approved to work.
- You should be available and willing to work for at least 5 hours per week, including final exam week. Generally, the maximum hours per week for new hires is 10 hours.
- Each week, you must be available for at least one opening shift, one closing shift, or a Saturday (Fall and Spring Semesters). The more flexible your schedule is, the better.
- Some preference is given to students who may be able to tutor in the future.
- You must be able to read, write, speak and understand English with a high level of competence.
- You must be familiar with Microsoft Applications and the Rockville Campus. Familiarity with Starfish is a plus.
- You must be attentive to details, follow directions, be dependable, and be courteous to the staff and the students we serve.
- **To work in the summer, you must be enrolled for at least six credits in the Fall before the summer session begins.**

The process for hiring all Aides is:

- Submit applications at the end of a semester.
- Your transcript will be checked and previous instructors contacted for references.
- Selected candidates will be contacted via email to schedule an interview between semesters.
- Final candidates will be selected and contacted via email.
- New hires will complete the HR process (can take up to two weeks) and begin work at the start of the next semester.

Questions? Contact Dr. Jeongrim Lee (Jeongrim.Lee@montgomerycollege.edu) or David Burkart (david.burkart@montgomerycollege.edu); phone is (240) 567 - 5200. Thank you for your interest in the Ackerman STEM Learning Center!