



**Amherst College**  
**Office of Human Resources**

**JOB DESCRIPTION**

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Title: Moss Quantitative Fellow

Department: Moss Quantitative Center Reports to title: Director

Full Time: X Part Time: \_\_\_\_\_ Date Prepared: 1/29/2020

Job Group & Level: N/A Regular Daily Work Schedule: 9:00 to 5:30

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Pay Type: Weekly X Monthly \_\_\_\_\_ Months Per Year: 12 Hours Per Week: 40

(Summer Months) Months Per Year: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

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1. Summary of Position:

The Moss Quantitative Fellow is a “green dean” position for a recent Amherst College graduate who is interested in providing support for students in the introductory Biology courses. The Biology fellow works with Biology 191 students and faculty in the fall and spring, attending lectures, assisting with the Team-Based Learning component of the Biology 191 course and offering informal, weekly help sessions for students. Depending on the applicant’s background, support could be provided for other Biology courses, Biochemistry or Neuroscience.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

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2. Principal Duties and Responsibilities:

50% Attend Biology 191 lectures and assist with the Team-Based Learning component of the course, providing record keeping, planning and preparation support. Provide support for additional Biology or Biology related courses.

45% Offer informal, weekly help sessions for students, as well as offer individual appointments.

5% Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

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3. Internal-External Interaction/Communication:

Frequent internal interactions with Biology students and faculty, Q Center staff, CTL staff.

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4. Education: (include certifications and licenses)

Required: BA from Amherst College, with Biology related major

Preferred:

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5. Experience: (List specific skills necessary to perform this job)

Required:

- Strong verbal and written communication, and interpersonal skills
- Facility with online communication
- Commitment to working with a diverse community

Preferred:

- Tutoring experience while an Amherst student.

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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Visual – normal concentration; repetitive motions including hands, wrists, and fingers; lift, carry, push and pull 10 lbs.

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7. Decision Making:

Good judgement working with students and faculty.

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8. Supervision Exercised/Received:

Moderate supervision received from supervisor and Biology faculty.

Supervisory Responsibility: Yes \_\_\_\_\_ No X\_\_\_\_\_

Number of Employees Supervised: \_\_\_\_\_

