Role of Curriculum Assistants

Curriculum Assistants serve a vital role in the administration of each course offering. Several examples of the methods in which they provide support to faculty include, but are not limited to:

- Course Preparation
- Room Reservations
- Small Group Assignments
- Gathering formatting and Publishing material for course packs
- Scheduling Faculty and Proctors for exams, lectures and mandatory sessions
- Formatting and publishing textbook lists, course syllabi and lecture materials
- Gathering and formatting exam questions
- Coordinating HIT Media Services Request

If you have specific questions regarding the role of a curriculum assistant, please contact the curriculum assistant directly or the course coordinator, as each course is unique.