

Course Support Job Description

Course Support will play a critical role in the delivery of one virtual, virtual, synchronous lab section of a 9-week Machine Learning Engineering course to Break Through Tech participants during the Summer 2025 term. Course Support are subject-matter experts in data science, machine learning, and/or AI who will partner with our Lab Facilitators to attend and support weekly labs, support small groups instruction, and answer student questions throughout the week. Course Support will also grade submitted assignments for a dedicated section of students. See [About our ML Foundations Curriculum](#) for an overview of course design, objectives, and tools.

Course Support will be hired for 10-15 hours per week at [standard rate for your institution unless otherwise discussed]. This is considered a part-time, fully virtual role and will require work during weekdays and some evenings.

Key responsibilities will include:

- Support one 3-hour virtual lab session that takes place weekly on Tuesdays or Wednesdays from 6-9pm (assigned lab time to be confirmed) from the weeks of May 20-August 20 (classes will end on the week of July 28th and will be followed by end-of-course grading and program retrospective)
- Lead small breakout rooms of students to reinforce the learning process during labs
- Assist with answering student questions on the class discussion forum
- Grade student's submitted assignments and lab homework within Canvas
- Attend weekly Course Support meetings with Lab Facilitator
- Reinforce student code of conduct to ensure the classroom is safe and inclusive for all students
- Track weekly student attendance and participation and deliver observations and feedback to Break Through AI team on student progress and experience
- Participation is required for Course Support Training on [dates to be confirmed - likely in mid May]
- Participate in Break Through Tech's community of practice for continuous learning and collaboration among Instructional Teams