JOB DESCRIPTION: Teaching Assistant Contractors in Kellogg Finance Department

**Position:** Teaching Assistant Contractor  
**Hours:** Hours vary and are flexible. Two position types are available. One will work 30-40 hours per week for one year. Ad hoc contractors are also being solicited for 20-30 hours per week during quarterly midterms and finals.  
**Pay:** $20.00 - $25.00 per hour  
**Campus:** This position can be completed remotely or on the Evanston campus.  
**Approximate start date:** 9/24/18  
**Approximate end date:** 9/11/19

The Kellogg Finance Department is looking for highly skilled and motivated individuals to work as independently contracted Teaching Assistants. One-year and ad hoc positions are available. Applications should be submitted by March 1, 2018.

Duties vary but may include: remotely grading exams or homework assignments and holding review sessions on the Evanston campus or remotely via Canvas. Successful candidates will have the opportunity to interact with faculty at Northwestern University. In addition, successful candidates may work on research projects with faculty members of the department. This opportunity is ideal for candidates looking to develop their skills in preparation for pursuing a graduate program in economics or finance.

Teaching Assistants will provide support to a variety of Finance classes, including but not limited to:

**FINC-430: Finance I**  
Finance 1 answers managers’ and investors’ most fundamental finance question: how should a project or an asset be valued? Managers must determine the value of building a factory, entering a new market, or purchasing an entire firm when deciding in which projects to invest. Similarly, individuals must assess the value of financial securities to decide how to invest their wealth. Using a combination of lectures and business cases, Finance 1 teaches the discounted cash flow and multiples methods to value projects or assets. These valuation tools lay the foundation for all work in capital markets and corporate finance.

**FINC-460: Investments**  
This course aims at developing key concepts in investment theory from the perspective of a portfolio manager rather than an individual investor. The goal of this class is to provide students with a structure for thinking about investment theory and show how to address practical investment problems in a systematic manner. Instead of focusing on pure theoretical models, the emphasis is given on the empirical facts observed in asset prices in worldwide capital markets, understanding whether they manifest new dimension of systematic risk, and how to design smart portfolios to take advantage of multiple sources of systematic risk.

**FINC-470: International Finance**  
Management of an international business or one exposed to global competition requires knowledge of international financial instruments, markets, and institutions. This course examines these issues from theoretical and applied perspectives. Topics include the nature of foreign exchange risk, the determination of spot and forward exchange rates and interest rates, the returns to foreign investments in external currency and in bond and stock markets, the management of foreign exchange risk with forward markets and foreign currency option markets, and the dynamics of the balance of payments with a focus on understanding international capital flows, country debt, and exchange rate fluctuations.
Qualifications Required:

- A bachelor’s degree in business or the equivalent combination of education, training and experience
- Ability to video-conference and scan completed graded materials
- Excellent interpersonal and customer service skills
- Strong organization skills
- Excellent oral and written communication skills
- Knowledge of MS Office
- Attention to detail
- Demonstrated ability to multi-task, manage multiple priorities, and adhere to deadlines
- Ability to work well independently and as part of a team
- Available to work late on occasional evenings as needed for courses
- Available to work the weekend after finals every quarter

Preferred Qualifications:

- A bachelor’s degree in economics or finance
- Experience as a course assistant

Software Required:

- MS Office suite 2013 or later (Word, Excel, PowerPoint, Outlook)

If interested, please email your full application to Finance Department Manager Catherine Bullard at Catherine.bullard@kellogg.northwestern.edu. Please indicate whether you are interested in full-time or ad hoc work.

Please attach the following to your application:

1. A cover letter briefly describing your career or academic goals, your teaching experience, and your experience as a research assistant or other experience with economic research (if applicable)
2. A current CV
3. Complete undergraduate and graduate transcripts (unofficial is fine)
4. Teaching evaluations (if available)

Northwestern University provides equal employment opportunities to all employees, students, and applicants. Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.