

## Teaching Assistant/Associate Job Description

**Reminder: standard 50% ASE appointment = maximum of 220 hours of work**

**Student: please notify your supervisor and the Administrator if you use more than 2 days of leave in a quarter, leave (per ASE contract, article 16) needs to be coordinated across the year under multiple supervisors**

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|--------------------------------------|--|
| <b>TA Name:</b>                      |  |
| <b>Appointment Period (Quarter):</b> |  |
| <b>Course Number &amp; Name:</b>     |  |
| <b>Faculty Supervisor:</b>           |  |

Check all duties that apply to this individual:

- |  |  |
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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Attend lectures [all most ]</li> <li><input type="checkbox"/> Conduct quiz section meetings</li> <li><input type="checkbox"/> Facilitate discussions</li> <li><input type="checkbox"/> Prepare lectures for quiz sections</li> <li><input type="checkbox"/> Prepare review materials for quiz sections</li> <li><input type="checkbox"/> Hold extra review sessions for exams</li> <li><input type="checkbox"/> Obtain room for review sessions</li> <li><input type="checkbox"/> Request or acquire necessary equipment</li> <li><input type="checkbox"/> Hold regular office hours    hrs/wk</li> <li><input type="checkbox"/> Tutor students</li> <li><input type="checkbox"/> Manage and respond to course-related email and electronic communications</li> <li><input type="checkbox"/> Prepare webpage for course materials</li> <li><input type="checkbox"/> Maintain (update) webpage for course materials</li> <li><input type="checkbox"/> Develop and maintain electronic bulletin boards, discussion sites, etc.</li> <li><br/></li> <li><input type="checkbox"/> Prepare test questions</li> <li><input type="checkbox"/> Proctor exams</li> <li><input type="checkbox"/> Score exams</li> <li><input type="checkbox"/> Maintain grading records</li> <li><input type="checkbox"/> Prepare course attendance records</li> <li><input type="checkbox"/> Maintain course attendance records</li> <li>Exhibit accountability, professionalism and collegiality in all applicable duties</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain records on individual students' assignment completion</li> <li><input type="checkbox"/> Calculate quarter grades</li> <li><input type="checkbox"/> Coordinate OEA student course evaluations in class</li> <li><br/></li> <li><input type="checkbox"/> Prepare lecture materials</li> <li><input type="checkbox"/> Present lectures</li> <li><input type="checkbox"/> Prepare overheads</li> <li><input type="checkbox"/> Prepare handout materials</li> <li><input type="checkbox"/> Review literature</li> <li><input type="checkbox"/> Place course materials on library reserve</li> <li><br/></li> <li><input type="checkbox"/> Attend instructor/TA meetings</li> <li><input type="checkbox"/> Act as liaison/mediator between student and professor</li> <li><br/></li> <li><input type="checkbox"/> Review textbooks for use</li> <li><input type="checkbox"/> Order textbooks</li> </ul> |
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### Procedures for TA evaluation

- A. Adviser submits all requests to OEA for student course evaluations for TAs
- B. Supervisor evaluates TA (specify):
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- C. Other evaluation (specify):

Other **specific duties** and/or **required training**:

ASE Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_