

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 17) needs to be coordinated across the year under multiple supervisors

TA Name:	
Appointment Period (Quarter):	
Course Number & Name:	
Faculty Supervisor:	

Check all duties that apply to this individual:

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

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

ASE Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____