

## Teaching Assistant Job Description

<b>TA Name:</b>	
<b>Appointment Period:</b>	
<b>Course Name:</b>	
<b>Faculty Supervisor:</b>	

Check all duties that apply to this individual:

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| <input type="checkbox"/> Attend lectures [all__, most__]<br><input type="checkbox"/> Conduct quiz section meetings<br><input type="checkbox"/> Facilitate discussions<br><input type="checkbox"/> Prepare lectures for quiz sections<br><input type="checkbox"/> Prepare review materials for quiz sections<br><input type="checkbox"/> Hold extra review sessions for exams<br><input type="checkbox"/> Obtain room for review sessions<br><input type="checkbox"/> Request or acquire necessary equipment<br><input type="checkbox"/> Hold regular office hours _____ hrs/wk<br><input type="checkbox"/> Tutor students<br><input type="checkbox"/> Manage and respond to course-related e-mail<br><input type="checkbox"/> Prepare webpage for course materials<br><input type="checkbox"/> Maintain (update) webpage for course materials<br><input type="checkbox"/> Develop and maintain electronic bulletin boards, discussion sites, etc.<br><br><input type="checkbox"/> Prepare test questions<br><input type="checkbox"/> Proctor exams<br><input type="checkbox"/> Score exams<br><input type="checkbox"/> Maintain grading records<br><input type="checkbox"/> Prepare course attendance records | <input type="checkbox"/> Maintain course attendance records<br><input type="checkbox"/> Maintain records on individual students' assignment completion<br><input type="checkbox"/> Calculate quarter grades<br><input type="checkbox"/> Request student assessments for course<br><input type="checkbox"/> Coordinate with OEA for course evaluations<br><br><input type="checkbox"/> Prepare lecture materials<br><input type="checkbox"/> Present lectures<br><input type="checkbox"/> Prepare overheads<br><input type="checkbox"/> Prepare handout materials<br><input type="checkbox"/> Review literature<br><input type="checkbox"/> Place course materials on library reserve<br><br><input type="checkbox"/> Attend instructor/TA meetings<br><input type="checkbox"/> Act as liaison/mediator between student and professor<br><br><input type="checkbox"/> Review textbooks for use<br><input type="checkbox"/> Order textbooks |
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Other specific duties:

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

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