

Teaching Assistant Job Description

TA Name:	
Appointment Period:	
Course Name:	
Faculty Supervisor:	

Check all duties that apply to this individual:

- | | |
|---|---|
| <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 e-mail <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 | <ul style="list-style-type: none"> <input type="checkbox"/> Maintain course attendance records <input type="checkbox"/> Maintain records on individual students' assignment completion <input type="checkbox"/> Calculate quarter grades <input type="checkbox"/> Request student assessments for course <input type="checkbox"/> Coordinate with OEA for course evaluations
 <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 |
|---|---|

Other specific duties:

ASE Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____