# Teaching Assistant Job Description

<table>
<thead>
<tr>
<th>TA Name:</th>
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<tbody>
<tr>
<td>Appointment Period:</td>
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<tr>
<td>Course Name:</td>
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<tr>
<td>Faculty Supervisor:</td>
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Check all duties that apply to this individual:

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

Other specific duties:

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

ASE Signature: __________________________________________ Date:______

Supervisor Signature: ______________________________ Date:______