



Teaching Assistant (TA) Job Description Academic Student Employee (ASE)

ASE - TA Name:

Appointment Period:

Course Name:

Faculty Supervisor:

Check all duties that apply to this individual:

Attend lectures All Most

Maintain course attendance records

Conduct quiz section meetings

Facilitate discussions

Maintain records on individual students' assignment completion

Prepare lectures for quiz sections

Calculate quarter grades

Prepare review materials for quiz sections

Request student assessments for course

Hold extra review materials for quiz sections

Hold extra review sessions for exams

Coordinate with OEA for course evaluations

Obtain room for review sessions

Request or acquire necessary equipment

Hold office hours _____ hrs/week

Prepare lecture materials

Present lectures

Tutor students

Prepare overheads

Manage and respond to course related email

Prepare handout materials

Prepare webpage for course materials

Review literature

Maintain (update) webpage for course materials

Attend instructor/TA meetings

Develop and maintain electronic bulletin boards, discussion sites, etc.

(conti, next page)

Place course materials on library reserve

Review textbooks for use

Act as liaison/mediator between students and professor

Order textbooks

Proctor exams

Score exams

Prepare test questions

Other specific duties:

ASE – TA Signature:

Date:

Supervisor Signature:

Date: