



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 TA:

Attend lectures	All	Most	Maintain course attendance records
Conduct quiz section meetings			Facilitate discussions
Maintain records on individual students' assignment completion			Develop and maintain electronic bulletin boards, discussion sites, etc.
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			Prepare lectures for quiz sections
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:

Return this completed form to GWSS Administrator, Young Kim, at youngk@uw.edu or in the GWSS main office PDL B110.