

DEPARTMENT OF CHILD AND FAMILY STUDIES
STUDENT LABOR POSITION DESCRIPTION

Most Recently Updated 04/11/08

Position Title: Student Teaching Assistant

I. Grade Level: 3-4 - Must work 10 - 12 hours per week

II. Description:

A. The following are the essential duties for a Teaching Assistant in the Department of Child and Family Studies

1. Interact with students outside the classroom as liaison for the instructor.
2. Assist professor in finding and developing materials for the classroom, on-line (Internet) and in the library.
3. Respond to student work, including quizzes, informal as well as formal writing assignments – responses can range from actually grading quizzes to providing responses in margins of papers.
4. Perform administrative and clerical work: filing, typing, photocopying, ordering books.
5. Discuss classes, teaching, materials, ideas with professor. TA will provide feedback and work with professor as a sounding board.
6. Perform other job-related duties as assigned.
7. See that the workplace and environs are clean.

B. The following are *possible additional* duties for this position: None beyond those described as essential above.

III. Learning Opportunities:

- A. Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B. Improve knowledge of subject by helping to teach it to others.
- C. Improve ability to discuss, defend, and understand ideas.
- D. Take partial responsibility for good class functioning.
- E. Gain an understanding of learning processes and different learners' needs.
- F. Learn book-ordering.
- G. Improve library research skills, including on-line research skills.
- H. Improve thoughtfulness and ability to evaluate writing and make written comments about it.
- I. Learn to advise students in writing and researching.

IV. Basic Qualifications:

- A. General: Good ability to maintain confidentiality; responsibility; self-starter.
- B. Skill: Typing, filing, copying.
- C. Physical: Building is wheelchair-accessible.
- D. Academic: Must be sophomore or junior, have taken some CFS classes.
- E. Must agree to maintain the confidentiality of the department and that of the Child Development Lab.

V. Desirable Qualifications:

- A. Prior work experience in the academic department.
- B. CFS major.
- C. Grades in good standing and not on academic or labor probation.

VI. Narrative Summary:

CFS labor students discuss classroom assignments with students outside of class, help students develop and revise papers; respond in writing to a variety of student written work; help professor locate and develop classroom materials, use on-line and hard copy library resources; discuss class functioning with professor and provide productive commentary; perform filing, typing, copying, and book-ordering.