

approved

STUDENT LABOR POSITION DESCRIPTION

Economics

Most Recently Updated 03/11/99

Position Title: Student Teaching Associate 1
Accounting or Economics Laboratory
Must work 0-5 or 10 hrs/wk.

I. Grade Level: 3-4

II. Description:

A. The following are the essential duties for a Teaching Associate in the Accounting or Economics Lab of the Economics and Business Department:

1. Monitor the lab sessions for the contracted weekly hours.
2. Tutor students in coursework as assigned.
3. Attend departmental labor meetings as scheduled.
4. See that the workplace and environments are clean.
5. Perform other job-related duties as assigned.

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

III. Learning Opportunities:

A. If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.

B. If Grade 4, 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.

C. Learning more about subject by helping other students learn.

D. Develop communication skills.

IV. Basic Qualifications:

A. General: High degree of individual initiative, regular consultation with faculty member(s) to prepare effectively for tutoring sessions.

B. Skill: Thorough understanding of the material presented in accounting or economics courses; ability to communicate effectively with students and instructors.

C. Physical: No limitations.

D. Academic: Satisfactory completion of the accounting or economics course(s) in which TA is tutoring.

V. Desirable Qualifications:

Previous experience as a Teaching Associate and/or tutor.

VI. Narrative Summary:

Student monitored Accounting or Economics Laboratory and tutored fellow students in accounting or economics coursework, consulting regularly with faculty to prepare for tutoring