

approved

STUDENT LABOR POSITION DESCRIPTION

Economics

Most Recently Updated 03/11/99

Position Title: Student Teaching Associate 3
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 Economics and Business Department:

1. Assist in preparation of classroom materials and act as a tutor and grader.
2. Communicate regularly with faculty member(s) to keep up assignments and grading.
3. Attend departmental labor meetings as scheduled.
4. Performs other job-related duties as assigned.
5. See that the workplace and environments are clean.

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.

B. Skill: Thorough understanding of material presented in course for which serving as Teaching Associate; ability to communicate effectively with students and instructors; interviews with faculty member(s) for whom TA will be working.

C. Physical: No limitations.

D. Academic: Business or Economics major; satisfactory completion of course(s) for which serving as a TA.

V. Desirable Qualifications:

Prior experience as a TA.

VI. Narrative Summary:

Student tutored fellow students in coursework, consulting regularly with faculty to prepare for tutoring. Student also graded student work, and assisted in preparation of classroom materials.