

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Education**

Most Recently Updated 03/29/99

Position Title: Student Teaching Assistant  
Must work 10-12 hrs/wk.

#### **I. Grade Level: 4**

#### **II. Description:**

**A.** The following are the essential duties for a Teaching Assistant in the Educational Studies Department:

1. Interact with students outside the classroom, focusing on discussion of reading assignments and development and revision of papers on a scheduled basis.
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 not wheelchair-accessible.

**IV. Basic Qualifications (cont.):**

- D. Academic: Must be junior or senior Education major; must have taken class for which assisting.

**V. Desirable Qualifications:**

Prior work experience in department or Curriculum Library preferred.

**VI. Narrative Summary :**

Student discussed classroom assignments with students outside of class, helped students develop and revise papers; responded in writing to a variety of student written work; helped professor locate and develop classroom materials, using on-line and hard copy library resources; discussed class functioning with professor and provided productive commentary; performed filing, typing, copying, and book-ordering.