

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Mathematics**

Most Recently Updated 03/17/99

Position Title: Student Senior Teaching Assistant  
Must work 15 hrs/wk.

**I. Grade Level: 5**

**II. Description:**

A. The following are the essential duties for a Senior Teaching Assistant in the Mathematics Department:

1. Grade homework and test papers for students in relevant course section.
2. Serve as tutor for students in the Math Lab.
3. Supervise the Math Lab.
4. Provide leadership for inexperienced course TAs as they deal with the problems of assisting teachers for the first time.
5. Perform other job-related duties as assigned.
6. 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 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- B. Learning more and reinforcement of learning by grading and teaching others material learned.
- C. Clarity of thought.
- D. Patience.
- E. Improved teaching ability and ability to teach others to teach.
- F. Sympathy for learning process and learners.
- G. Very highly developed sense of organization.
- H. Good management skills.
- I. Developed sense of accountability for job and ability to communicate this to fellow students.
- J. Developed planning ability.

**IV. Basic Qualifications:**

- A. General: Experience as Teaching Assistant.
- B. Skill: Mathematics competence; ability to communicate effectively; ability to assess the long-term effects of teaching methods and instructional aids.
- C. Physical: none.
- D. Academic: Mathematics major. Good academic standing.

**V. Desirable Qualifications:** none beyond those described as essential above

**VI. Narrative Summary:**

Student graded homework and test papers; served as Math Lab tutor, and supervised a student monitor in Math Lab. Student also mentored new Teaching Assistants.