

approved

STUDENT LABOR POSITION DESCRIPTION
Mathematics

Most Recently Updated 03/05/99

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

I. Grade Level: 2-4

II. Description:

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

1. Grade homework and test papers for course instructors in lower and upper level courses (e.g., Basic Math, CSC courses, or a Math course).
2. Serve as a tutor in the Math Lab for students taking both lower and upper level math courses.
3. Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. Assume responsibility for clerical duties (typing, copying, running errands).
2. Perform some custodial duties.

III. Learning Opportunities:

- A.** If Grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- B.** 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.
- C.** 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.
- D.** Learning more and reinforcement of learning by grading and teaching others material learned.
- E.** Clarity of thought.
- F.** Patience.
- G.** Improved teaching ability.
- H.** Sympathy for learning process and learners.

IV. Basic Qualifications:

- A.** General: none.
- B.** Skill: Mathematics competence; ability to communicate effectively.
- C.** Physical: none.
- D.** Academic: Satisfactory completion of relevant course; good academic standing.

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

VI. Narrative Summary:

Student graded homework and test papers for course instructors in lower and upper level mathematics classes, and tutored for upper and lower class students in Math Lab.