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## **STUDENT LABOR POSITION DESCRIPTION**

### **Philosophy & Religion**

Most Recently Updated 03/08/99

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

#### **I. Grade Level: 3**

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

**A.** The following are the essential duties for a Teaching Associate in the Philosophy and Religion Department:

1. Read student papers.
2. Grade quizzes and record grades.
3. Calculate grades.
4. Meet with students outside of class to help them write papers, define paper topics and do bibliographic searches.
5. Support faculty with office work, including filing, making phone calls, sending notes for meetings to be coordinated, reminding students of meetings coming up, cleaning up e-mail files.
6. Schedule videos for classes with library.
7. Check out books and videos in library, do library searches for faculty.
8. Set up meetings and events, arrange transportation and food as appropriate.
9. Type up class discussion lists.
10. Lead a class session on occasion.
11. Administer end of course evaluations to students.
12. See that the workplace and environs are clean.

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

1. Assist faculty with research or other special projects individual to the faculty member being assisted.
2. Perform other job-related duties as assigned.

#### **III. Learning Opportunities:**

- A.** 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.** What makes for good course materials, by reviewing videos for classroom use, writing up responses and discussing them with faculty, and similarly assessing the value of CD-ROMs, videos and books.
- C.** Improving planning abilities.
- D.** Improving research abilities.
- E.** Improving teaching abilities.

**IV. Basic Qualifications:**

- A. General: none.
- B. Skill: High level of ability in writing and research, good working knowledge of research interests of individual faculty assisting.
- C. Physical: Able to lift and carry 20-25 pound boxes of portfolios.
- D. Academic: Must be at least a second-year student.

**V. Desirable Qualifications:**

- A. Religion/philosophy major preferred.
- B. Good working knowledge of philosophy and/or religion.

**VI. Narrative Summary:**

Student graded quizzes, recorded and calculated grades, and advised students in paper-writing. Student did office work for faculty, and scheduled and picked up educational resources from library. Student scheduled and helped organize meetings and events, including food and transportation needs; led classroom discussions on occasion; and assessed educational materials and discussed assessment with faculty.