

approved

STUDENT LABOR POSITION DESCRIPTION

Psychology

Most Recently Updated 04/28/99

Position Title: Student Teaching Assistant, GST 200-201 Western Traditions
Must work 10 hrs/wk.

I. Grade Level: 3-4

II. Description:

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

1. Read course materials with class.
2. Attend class.
3. Lead study and review sessions.
4. Help students prepare bibliographies, rough drafts, and outlines and make corrections in their written work.
5. Teaching a section of the course according to interest and expertise.
6. Discuss individual student and class progress and ways to improve it with professor.
7. Assist professor generally with teaching in a collegial manner.
8. Perform other job-related duties as assigned.

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

1. Serve as a liaison between professor and students; assist professor in surfacing problems students are experiencing.
2. See that the workplace and environs are clean.

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.** Be mentored into learning how to teach.
- D.** Develop empathy with learners and knowledge of how to help them.
- E.** Refine confidentiality skills.
- F.** Learn more about subject by teaching it.
- G.** Have opportunity to learn more by teaching in area of expertise.

IV. Basic Qualifications:

- A.** General: Be interested in the process of teaching.
- B.** Skill: Strong speaking, writing and analytical skills; good interpersonal skills.
- C.** Physical:
- D.** Academic: Have taken GST 200-201.

V. Desirable Qualifications:

none.

VI. Narrative Summary:

Student attended class and read all assignments, led study and review sessions, helped student prepare written work and made preliminary corrections to it, taught section(s) of course, discussed individual and class progress with professor, and ways to improve it, and worked with professor collegially by having liaisons with students, surfacing problems and suggesting ways to resolve them.