

AY (2022-2023) Graduate Assistantship Position Description Form
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Information to Include:

1. **Position Description**
2. **Educational and Professional Benefit to Student**
3. **Plans of Preparation and Ongoing Supervision**
4. **Specific Job Responsibilities- Check all that apply**

Student _____ TU ID # _____ Dept. _____

Hours

- 10 Hour 20 Hour

Semester

- Summer Fall Spring AY _____

Position Description (3 Line Minimum):

Educational and professional benefit to student:

Plan for preparation and on-going supervision:

Graduate Assistant (General)

- Assist with program assessment, accreditation, and learning activities
 - Assist with program development and enhancements
 - Participate in recruitment for grad, undergrad or employment (please specify below)
 - Participate in marketing initiatives (please specify below)
 - Assist with public relations (e.g. department newsletters, alumni events, or contact with the general public)
 - Coordinate and initiate community outreach
 - Plan special events
 - Guide undergraduate organizations
 - Provide support associated with instruction, but not being in charge (i.e. instructor of record) of a regular class
 - Assist with literature review
 - Assist with grant writing
 - Input data and run reports
- Other (describe)

Graduate Research Assistant (Master's and Doctoral Level)

- Assist with literature review
- Assist with article preparation
- Assist with grant writing
- Assist with design of the research components
- Assist with carrying out the research and with collecting and coding the data
- Assist with designated aspects of the data analysis
- Input data and run reports
- Other (describe)

Graduate Teaching Assistant (Master's and Doctoral Level)

Please note: Teaching assistants on a 20 hour/ week assistantship may teach a maximum of 6- 7 units of coursework; those on a 10 hour/ week assistantship may teach a maximum of 3- 4 units of coursework

- Run undergraduate laboratory (In- class lab contact hours should not be more than half of the total assistantship)
- Assist the professor in preparation of teaching materials, learning resources, and in the classroom or lab
- Grade class assignments (from a key/ rubric created by the professor); specify Course #(s) _____
- Make a presentation as part of the regular class
- Lead recitation/ help/ tutoring sessions for undergraduate students
- Provide support associated with instruction, but not being in charge (i.e. instructor of record) of a regular class
- Serve as class instructor with mentoring from full- time faculty (MFA or doctoral level TA only)
- Independent responsibilities including office hours, review sessions, advising and emails
- Specify Course #(s) to which student will be assigned