

**AY (2021-2022) Graduate Assistantship Position Description Form**  
**This form is the only acceptable document to be uploaded to DocuSign**

**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