

Teaching Assistant Job Description

TA Name:	
Appointment Period (Qtr):	
Course Number:	
Faculty Supervisor:	

Certifications, licenses needed for appointment:

- Animal Use Laws and Regulations Training
- First Aid/CPR (req. if field/lab course)
- Drivers' License
- Hazardous Materials Certification
- Motor Pool Van Operator Certification

Check all duties that apply to this individual:

Course Design and Preparation:

- Prepare overheads/handouts
- Review literature/textbooks
- Attend instructor/TA meetings

Course Attendance/Facilitation:

- Attend lectures [all___, most___]
- Present ___ lectures
- Prepare lecture materials
- Conduct quiz section meetings
- Facilitate discussions
- Prepare lectures/materials for quiz sections
- Prepare test questions
- Proctor exams
- Other: _____

Lab/Field Trip Duties:

- Request or acquire necessary equipment
- Attend ___ field trips, including ___ overnight/weekend trips
- Operate and instruct safe use of equipment
- Handle specimens
- Logistical arrangements for field trips
- Drive UW motor pool van
- Other: _____

Other specific duties:

Student Support:

- Hold regular office hours _____ hrs/wk
- Hold extra review sessions for exams
- Manage and respond to course-related e-mail
- Act as liaison between student and professor
- Tutor students
- Assist students with writing assignments
- Other: _____

Administrative Duties:

- Room/AV reservations
- Place course materials on library reserve
- Prepare webpage for course materials
- Maintain (update) webpage for course materials
- Develop and maintain electronic bulletin boards, discussion sites, etc.
- Score exams/assignments
- Maintain grading records
- Maintain course attendance/assignment completion records
- Calculate quarter grades
- Other: _____