Typical TA Duties may include the items below and other duties as assigned

☐ Attend lectures
☐ Place course materials on library reserve
☐ Prepare overheads and/or handout materials
☐ Manage and respond to course-related e-mail
☐ Prepare and maintain webpage for course materials
☐ Develop and maintain electronic bulletin boards, discussion sites, etc.
☐ Coordinate with Disability Resources for Students Office (DRS) about exam accommodation
☐ Prepare seating chart for exams
☐ Conduct quiz section meetings
☐ Facilitate discussions
☐ Prepare lectures for quiz sections
☐ Prepare review materials for quiz sections
☐ Review literature
☐ Hold extra review sessions for exams
☐ Obtain room for review sessions
☐ Request or acquire necessary equipment
☐ Hold regular office hours weekly
☐ Tutor students
☐ Prepare and maintain course attendance records
☐ Maintain records on individual students’ assignment completion
☐ Maintain grading records
☐ Prepare exam questions, proctor and score exams
☐ Proctor exams
☐ Score exams
☐ Calculate quarter grades
☐ Request student assessments for course
☐ Coordinate with OEA for course evaluations
☐ Attend instructor/TA meetings
☐ Act as liaison/mediator between student and professor
☐ Review textbooks for use
☐ Order textbooks

Typical RA Duties may include the items below and other duties as assigned

☐ Prepare materials for Human Subjects Review Board
☐ Recruit subjects
☐ Interview subjects
☐ Prepare materials for Animal Care Review Committee
☐ Feed and care for subject animals
☐ Clean animal cages
☐ Monitor subject animals
☐ Administer drugs, hormones or other chemicals
☐ Perform surgical procedures
☐ Prepare materials for lab sessions
☐ Run experiments
☐ Prepare chemical or other solutions
☐ Order or acquire necessary equipment
☐ Develop and construct lab equipment
☐ Clean laboratory, glassward and equipment
☐ Oversee budget
☐ Analyze data
☐ Write articles, reports and/or presentations
☐ Review literature
☐ Prepare grant materials for submission
☐ Prepare materials for experimental use
☐ Keep accurate records of experimental data
☐ Provide ready access to all experimental data for P.I. and/or supervisor
☐ Manage and respond to experiment-related e-mail
☐ Prepare and maintain website materials
☐ Supervise undergraduate students
☐ Maintain student attendance records
☐ Maintain records on individual students’ assignment completion
☐ Act as liaison/mediator between undergraduate student and professor
☐ Attend lab meetings and area seminars
☐ Attend other courses as required