

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

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- 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**

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- 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