

PGSP TA Job Description (as of 5/20/05)

General: T/As are utilized in assessment and research courses and in other courses with enrollments of more than 20 students. Positions are posted on the PGSP website, applications are made to Human Resources Department, and the faculty member teaching the course makes their selection among applicants.

Pay: T/As are paid \$750 (T/As for assessment and research courses are paid \$1000), less taxes, at the end of the last month of the 3 months of each quarter. Payments are made when appropriate paperwork is completed.

Responsibilities (during 2005-06): Typically a TA works 30-40 hours/quarter. Responsibilities are assigned by the course instructor, and teaching assistant duties vary so widely from class to class that it is impossible to establish universal guidelines. Consequently, the teaching assistant should ask the course instructor about responsibilities when questions arise.

Teaching Assistants may appropriately be assigned the following responsibilities:

- leading discussion and/or laboratory sections;
- proctoring examinations;
- reading and grading examinations, homework assignments and papers;
- assisting with the general record keeping for the course;
- help with audio visual equipment, course Xeroxing or other duties related to the course.

Qualifications:

- Has strong knowledge of the material, from having done well in the course previously, either at PGSP or as transfer credit
- meticulous organizational skills
- ability to work effectively one-on-one with students with questions, needing help
- ability to work with the designated faculty supervisor
- easy for both faculty and students to contact, by email and by phone

TA Guidelines:

Rather than present material of their own, the job of the TA is to clarify and integrate materials presented in the lectures and readings, and to help students relate them to larger issues beyond the classroom.

In particular, TAs are expected to demonstrate a responsible attitude toward the need for:

- Commitment and sensitivity to the individual student, with awareness of diversity of students in terms of cultural, racial, gender and ethnic backgrounds, as well as differing learning styles
- Attention to special needs of students with declared or apparent learning difficulties
- Thorough and accurate correction of assignments, with appropriate constructive feedback
- Prompt return of corrected work
- Attention to students' understanding and following the APA ETHICAL PRINCIPLES OF PSYCHOLOGISTS AND CODE OF CONDUCT (<http://www.apa.org/ethics/code1992.html>).

Consult with your faculty prior to approaching students on matters relating to problematic behavior of this nature.