

***** This is not a posting for an official position, rather a sample description of the time commitments and duties involved with this TA position. Specific job expectations will be agreed upon at the time of the appointment. *****

University of Kansas –Graduate Teaching Assistant Position Description

Job Title: Graduate Teaching Assistant (Laboratory)
CHEM 401

FT/PT: Part time

FTE: .50

Regular/Temp: Temporary

FLSA: Exempt (Salaried)

Position Overview:

Teaching Assistants (TAs) for CHEM 401 will be responsible for assisting the faculty with the instruction of this undergraduate analytical chemistry laboratory course. Responsibilities include preparing the experiments prior to the laboratory, supervising students during the laboratory (including enforcement of proper safety practices), providing brief tutorials on the experiments in the laboratory, and grading student laboratory reports and assignments in a timely manner. In addition, the TA is expected to hold office hours for students each week in an approved location and to attend the laboratory lectures for the course, as well as regular TA meetings. TAs may also be asked to assist with the development of new laboratory experiments. TAs for this course will be expected to assist the instructor in other course tasks as required by the instructor for the course.

Responsibilities and Percent of Time:

70% Perform teaching duties in accordance with the instructions of their supervisors, department, and/or school, and in adherence to University and Board of Regents policies. Hold classes at the assigned times and places. Adhere to departmental approved course outlines or syllabi, use approved text and other instructional materials, and meet with supervisors upon request. Administer tests or other graded activities in accordance with instructions of supervisor, department, or school.

10% Maintain office hours and assist individual students.

10% Grade class materials and submit grades in accordance with University policies and instructions.

5% Attend lab lecture.

5% Perform other duties as assigned.

Required Qualifications:

During the term of the appointment the individual must 1) be admitted to and enrolled in a KU graduate degree program, 2) be enrolled in no less than six graduate hours or minimum hours required by the degree, 3) be in good academic standing and making satisfactory progress toward degree, 4) have satisfied all English proficiency criteria established by the Regents and/or University, 5) meet conditions of employment as specified in the University/KAPE Memorandum of Agreement, 6) meet department-specific required qualification(s).

Preferred Qualifications:

Graduate student in chemistry or a related field.

Additional Information:

Average weekly time commitment

Scheduled Lab Hours (two sections)	8 hrs/week
Grading (notebooks, lab reports, etc.)	6 hrs/week
Practice/development of experiments, prepare lab tutorials	2 hrs/week
Office hours	2 hrs/week
TA meetings	1 hrs/week
Attend lab lecture	1 hrs/week
TOTAL:	20 hrs/week