

*** 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 (Lecture)

FT/PT: Part time

FTE: .50

Regular/Temp: Temporary

FLSA: Exempt (Salaried)

Position Overview:

Chemistry Lecture TAs are expected to assist the instructor of record in course administration, management, and instruction. Specific responsibilities include attending each class session, actively supporting classroom activities and demonstrations, proofreading exams, proctoring exams and quizzes, grading course-related work (*e.g.*, homework, in-class assignments, quizzes, and exams), responding promptly and professionally to student questions and concerns submitted to the course email account, holding weekly office hours and discussion sessions, helping instructors with classroom technology, and attending course-related meetings as directed (*e.g.*, meetings with the course instructor(s), the laboratory TAs, the laboratory director, and/or the demonstration director). Duties may also include curriculum development (*e.g.*, assisting in the design and development of student assignments and materials for discussion sessions and/or recitations), holding exam review sessions, and preparing solutions for exams, quizzes and assignments.

Responsibilities and Percent of Time:

70% Perform teaching duties in accordance with the instructions of their supervisors, departments, and/or schools and in adherence to University and Board of Regents policies. Hold discussion sessions and exam reviews at the assigned times and locations, respond to course emails, adhere to departmental approved course outlines or syllabi, use approved text and other instructional materials, and meet with supervisor upon request. Administer tests or other graded activities in accordance with instructions of supervisor, department, or school. Attend class and support classroom activities.

15% Maintain office hours and assist individual students.

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

5% Perform other duties as assigned (other duties do NOT include exam writing and extensive substituting for the instructor of record).

Required Qualifications:

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

Preferred Qualifications: Graduate student in Chemistry or a related field

Average Weekly Time Commitment:

Attending and participating in class:	3 hours
Email correspondence and other administrative duties:	3 hours
Preparing for discussion/recitation sessions:	3 hours
Leading discussion/recitation sessions:	2 hours
Holding office hours:	2 hours
Proofreading exams and quizzes:	2 hour
Preparing and grading class assignments:	2 hours
Exam proctoring and grading:	2 hours
Attending TA meetings:	1 hour

TOTAL: 20 hours