

Teaching Assistant Job Descriptions

Teaching Assistants may work one or more of the following positions:

Homework Graders

Graders are hired based on their aptitude in one or more college-level math courses. Positions may be for one semester or the full academic year, depending on how many graders are needed and how many instructors choose to employ a grader.

Graders may be assigned to grade one or more sections of a particular course for multiple instructors or may grade one or more different courses for an individual instructor, depending on the needs of the Department. Hours per week are typically 1-6 hours per week per course, depending on the complexity of the subject and number of homework assignments.

Graders are expected to:

- Meet with the instructor at the beginning of the semester to discuss the details of the job.
- Maintain regular contact with the instructor
- Respond promptly to emails from the instructor and Department staff
- Return graded homework to the instructor prior to the instructor's next class period (unless otherwise instructed)
- Maintain confidentiality of all materials, student grades, etc.
- Not share homework answers with other students
- Maintain any materials for grading (that is checked out to you by the Department or instructors, i.e. texts, solutions manuals, etc.) secure and in good condition and to return these materials to the department by the last day of finals week each semester.
- Submit your timesheets by the Department's deadline for each pay period and per instructions that will be provided to you.

Prompt and accurate work is important for the students whose work you are grading. It is essential to their success in the course. Positions may be terminated at any point if the Grader's reliability or aptitude in the material proves insufficient to the needs to the position.

Proctors

Students hired as a Teaching Assistant may occasionally help proctor exams as needed, by any instructor in the department. Some students may be assigned to a regular proctoring schedule and will proctor weekly assessment exams on Wednesdays, in the department. Student proctoring assessment exams may also grade the assessment exams, so students working these proctoring shifts must have completed MATH 1175 with at least a B grade in the course. Shifts are 1 – 1.5 hours each, but you may work more than one shift if you are available.

Proctors are expected to:

- Meet with the instructor before the proctoring session to receive any special instruction, if needed
- Be to the class on time
- Respond promptly to email communications from the instructor and Department staff
- Maintain confidentiality of all materials, student grades, etc.
- Not share answers with other students
- Submit your timesheets by the Department's deadline for each pay period and per instructions that will be provided to you.

Tutoring / Embedded Tutors

Tutors provide one-to-one assistance and answer students' questions during class time in a given course. Hours for students doing tutoring as a Teaching Assistant will depend on each instructor's needs. Students interested in being an Embedded Tutor on a more consistent basis and with a set schedule should contact Dr. Qingqin Qu, in the Math Department, at quqing@isu.edu, or visit her in her office in PS 328-E.

Tutors are expected to:

- Be competent in the course material for which they are tutoring
- Be to the class session on time and be able to stay for the entire class period
- Respond promptly to email communications from the instructor and Department staff
- Submit your timesheets by the Department's deadline for each pay period and per instructions that will be provided to you.