

Department of Sociology
Teaching Assistant for Soc 275, Soc 222, and Soc 287
Job Description

Teaching assistants generally provide instructional support for the courses to which they are assigned. Due to high student-TA ratios, the work of the TAs in the TA-Lite courses is almost exclusively administrative. TAs are **not** expected to meet in sections or review sessions with students or lead class discussions. Grading is expected to be “objective” (i.e., multiple choice tests rather than essays). Typical responsibilities include the following:

Course responsibilities

- Attend lectures
- Act as liaison/mediator between students and professor
- Hold regular office hours; submit office hours to the Main Office
- Work individually with students as appropriate
- Prepare, maintain, and update webpage, electronic discussion boards, etc., as appropriate to the course
- Manage and respond to course-related email
- Monitor and resolve administrative, grading, or other issues related to course

Preparation responsibilities

- Attend instructor/TA meetings
- Place course materials on library reserve
- Prepare overheads, handouts, or review materials as appropriate

Exams and grading

- Assist in preparing test questions
- Proctor and score exams
- Respond to and return student work in a timely manner
- Calculate quarter grades
- Maintain grading or other course records and submit grades to Schmitz Hall by the quarterly due date
- Assist in administering course evaluations in lecture

Other duties not listed or proscribed here may be assigned by individual instructors. Should you have a concern about any additional responsibilities please consult first with the supervisor (instructor of record) and then contact the Graduate Program Committee Chair or the Department Chair.