

# SEFS TA Job Description & Hiring Form

**This form is for TA work requiring full-time registration**

<b>TA Name:</b>	
<b>Date Range:</b>	<input type="checkbox"/> AUTUMN <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER full-term <input type="checkbox"/> SUMMER A-term <input type="checkbox"/> SUMMER B-term or nonstandard dates: From ____/____/____ to ____/____/____
<b>Supervisor Name:</b>	
<b>TA UW Email Address:</b>	
<b>TA Home Department:</b>	
<b>TA Office Location:</b>	
<b>TA Citizenship:</b>	<input type="checkbox"/> US Citizen <input type="checkbox"/> Other _____ (fill in)
<b>TA Student Number (SID):</b>	UW Student Number: _____
<b>Course Name &amp; Number:</b>	

**CERTIFICATIONS, LICENSES, NEEDED FOR THIS APPOINTMENT**

- |   |  |
|---|--|
| <input type="checkbox"/> First Aid/CPR, required for field trips          | <input type="checkbox"/> International Students: Cleared for teaching? |
| <input type="checkbox"/> Driver Safety Training, required for UW vehicles |  |

**Check all duties that apply to this Teaching Assistant position:**

**COURSE DESIGN & PREPARATION**

- Prepare overheads and/or handouts
- Review literature and/or textbooks
- Attend instructor/RG meetings
- Order textbooks
- Other: \_\_\_\_\_

**COURSE ATTENDANCE & FACILITATION**

- Attend lectures [all  most  ]
- Present up to \_\_\_\_\_ lectures
- Prepare and/or maintain course attendance records
- Prepare lecture materials
- Conduct quiz section meetings
- Facilitate discussions
- Prepare lectures and/or materials for quiz sections
- Prepare review materials for quiz sections
- Prepare test questions
- Proctor exams
- Score exams
- Maintain grading records
- Maintain records on individual students' assignment completion
- Calculate quarter grades
- Request student assessments for course
- Coordinate with OEA for course evaluations
- Other: \_\_\_\_\_

**LAB OR FIELD TRIP DUTIES**

- Request or acquire necessary equipment
- Attend \_\_\_\_\_ field trips, including \_\_\_\_\_ overnight/weekend trips
- Operate & instruct safe use of equipment
- Handle specimens
- Make logistical arrangements for field trips
- Other: \_\_\_\_\_

**ADMINISTRATIVE DUTIES**

- Obtain room for review sessions
- Place course materials on library reserve
- Prepare webpage for course materials
- Maintain (update) webpage for course materials
- Develop and maintain electronic bulletin boards, discussion sites, etc.
- Other: \_\_\_\_\_

**STUDENT SUPPORT**

- Hold regular office hours \_\_\_\_\_ hrs/wk
- Hold extra review sessions for exams
- Manage and respond to course-related e-mail
- Act as liaison between student and professor
- Tutor students
- Assist students with writing assignments
- Other: \_\_\_\_\_

Other specific duties: \_\_\_\_\_

TA (Academic Student Employee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student & Academic Services Office Use Only**

Budget Number and PCA Code:

- Premaster    Intermediate    Candidate  
 International Students: Cleared for Teaching?

Monthly Salary:

- Added as Instructor?  
 New Incoming Graduate Student  
 First Aid or Driver Training?  
 Total Summer Supplement: