Position Title: Graduate Teaching Assistant (TA) for Department of Geography

Reports to (assistantship supervisor): TA reports to a faculty member, to be assigned

Terms of Employment:
- For the fall semester: 20 hours per week (full-time) or 10 hours per week (half-time), beginning August 21, 2017 and ending December 15, 2017. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week (full-time) or 10 hours per week (half-time), beginning January 8, 2018 and ending May 4, 2018. Does not include the week of Spring Break.
- Specific work hours and duties will be determined in consultation with the Assistantship Supervisor and Graduate Coordinator

Compensation:
- Full assistantship salary is $6,821 per semester (full-time) or $3,410.5 per semester (half-time).
- Salary will be prorated weekly for late start.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- Graduate Assistants may receive Tuition Scholarship that is awarded separately upon GA’s application
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
A Teaching Assistant is assigned to help with classes taught in the Geography Department.

Examples of TA duties may include:
- Attending class sessions and taking notes
- Reading for class
- Meeting with the professor on a regular basis
- Submitting exam questions
- Grading homework and in-class assignments
- Entering grades and maintaining a gradebook
- Preparing study guides
- Leading study sessions
- Proctoring tests
- Grading tests and assignments
- Meeting with students during office hours or as arranged
Emailing struggling or regularly absent students.
Emailing students/responding to their emails
Helping students with special needs (e.g., reading test to blind student or recording answers for someone with a motor disability)
Responding to student emails
Conducting lab sessions
Entering data for class projects/labs
Analyzing data for class projects/labs
Presenting data for class projects/labs
Helping with in-class and lab activities
Teaching class when the instructor is unavailable (no more than the total equivalent of one week of class per semester)
Giving a lecture or doing a demonstration for feedback when the instructor is there
Assisting with development of class materials
Showing a video (if the professor is gone)
Leading or participating in class discussions
Acting as a “peer reviewer” for students writing papers
Commenting on papers graded by the instructor, and assigning your judgment of the grade
Acting as a role model during class
Acting as a resource for undergraduates interested in exploring the nature of graduate school
Providing feedback and comments on class presentations or other projects, as augmentation of instructor feedback
Proof-reading student papers
Updating announcements on the course website and/or eLearning
Supervising/monitoring student training
Simulating individuals for assessment/therapy training or demonstrations

Qualifications:
• Must be a full-time, degree-seeking student in a UNI graduate program in Geography
• Must be enrolled in 9 graduate credits each semester of assistantship
• Maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
• Bachelors degree in Geography or related discipline is preferred.

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)) and other application documents as specified in the Graduate College and Geography Department websites to Geography Graduate Coordinator Dr. Andrey Petrov [Andrey.petrov@uni.edu](mailto:Andrey.petrov@uni.edu).
February 1 is the application deadline for full consideration for Fall admission and October 1 for the Spring admission. Late applications may be considered pending availability of funds.