

Department of Geography

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

Reports to: A faculty member, to be assigned

Terms of Employment:

- For the Fall semester 20/10 hours per week, beginning August 25, 2025 and ending December 19, 2025.
- For the Spring semester 20/10 hours per week, beginning January 21, 2026 and ending May 16, 2026.
- Specific work hours and duties will be determined in consultation with the Assistantship Supervisor and Graduate Coordinator.

Compensation:

- Graduate Assistantship stipend is **\$3,090** for a half-time appointment (10 hours per week) and **\$6,180** for full-time (20 hours per week) per semester. Pay is biweekly and stipend is prorated depending on start date.
- Graduate Assistants and their spouses may qualify for in-state tuition.
- Graduate Assistants may receive University holidays and do not work during the interims between semesters.
- Graduate Assistants may receive Tuition Scholarship that is awarded separately upon GA's application.
- For more information regarding Graduate Assistantship procedures review <https://grad.uni.edu/faq-grad-assistantship-tuition-scholarship>.

Primary Responsibilities:

A Teaching Assistant is assigned to help with classes taught in the Geography Department. Examples of TA duties may include:

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| • Attending class sessions and taking notes | • Entering grades and maintaining a gradebook |
| • Reading for class | • Preparing study guides |
| • Responding to student emails | • Leading study sessions |
| • Submitting exam questions | • Proctoring tests |
| • Analyzing data for class projects/labs | • Grading tests and assignments |
| • Emailing struggling or regularly absent students. | • Meeting with students during office hours or as arranged |
| • Emailing students/responding to their emails | • Showing a video (if the professor is gone) |
| • Meeting with the professor on a regular basis | • Leading or participating in class discussions |

- Conducting lab sessions
- Acting as a resource for undergraduates interested in exploring the nature of graduate school
- Entering data for class projects/labs
- 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 present
- Helping with in-class and lab activities
- Grading homework and in-class assignments
- Presenting data for class projects/labs
- Assisting with development of class materials
- 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
- Helping students with special needs (e.g., reading test to blind student or recording answers for someone with a motor disability)
- 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

General Qualifications:

- Must be a full-time (enrolled in at least 9 eligible credits), degree-seeking student in a UNI's graduate program. Online students do qualify for assistantships.
- Be regularly admitted without provisions to degree status in an eligible graduate degree program.
- Maintain a cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 2.75.
- Have an official transcript on file in the Office of Admissions and be fully declared in their graduate major before the start of the assignment.
- Must meet and complete I-9 eligibility to work in the United States.
- See detailed eligibility on <https://grad.uni.edu/faq-grad-assistantship-tuition-scholarship>.

Preferred 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 2.75.
- Bachelors degree in Geography or related discipline is preferred.

Application Process and Deadline:

To apply, submit the [Assistantship application form](#). Attach: 2-page essay, 1-page resume, 2 letters or recommendation, a cover letter (optional), plus additional language document required only for



international students. The contact receiving your submission is Geography Graduate Coordinator – Dr. Bingqing Liang (bingqing.liang@uni.edu).

Applications received by **February 1** will be given full consideration. Late applications may be considered pending availability of funds.

UNI is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to any basis protected by federal and/or state law.