

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 26, 2024 and ending December 20, 2024 (dates might vary upon approval of the academic calendar).
- For the Spring semester 20/10 hours per week, beginning January 21, 2025 and ending May 16, 2025 (dates might vary upon approval of the academic calendar).
- Specific work hours and duties will be determined in consultation with the Assistantship Supervisor and Graduate Coordinator.

Compensation:

- Graduate Assistantship stipend is **\$3,000** for a half-time appointment (10 hours per week) and **\$6,000.00** for full-time (20 hours per week) per semester. 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:

- Attending class sessions and taking notes
- Reading for class
- Responding to student emails
- Submitting exam questions
- Analyzing data for class projects/labs
- Entering grades and maintaining a gradebook
- Preparing study guides
- Leading study sessions
- Proctoring tests
- Grading tests and assignments

- Emailing struggling or regularly absent students.
- Emailing students/responding to their emails
- Meeting with the professor on a regular basis
- 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
- Meeting with students during office hours or as arranged
- 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
- 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 residential graduate program.
- 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.
- Must meet UNI's HRS employment eligibility.
- 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: resume, 2 letters or recommendation (optional), and a cover letter (optional). Direct your application to 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 actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.