

University of Northern Iowa

Department of Geography

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 23, 2021 and ending December 10, 2021. 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 10, 2022 and ending May 6, 2021. 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 \$7,188 per semester (full-time) or \$3,520 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:

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| ○ Attending class sessions and taking notes | ○ Entering grades and maintaining a gradebook |
| ○ Reading for class | ○ Preparing study guides |
| ○ Meeting with the professor on a regular basis | ○ Leading study sessions |
| ○ Submitting exam questions | ○ Proctoring tests |
| ○ Grading homework and in-class assignments | ○ 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 UNI cumulative graduate GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
- 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>) and application documents as specified in the Graduate College and Geography Department websites to Geography Graduate Coordinator - Dr. James Dietrich (james.dietrich@uni.edu).

February 1 is the application deadline for full consideration for **Fall** admission. Late applications may be considered pending availability of funds.