University of Northern Iowa
Women’s and Gender Studies

Position Title: Graduate Teaching Assistant

Reports to: Reports to a faculty member, to be assigned

Terms of Employment:
- For the fall semester: 20 or 10 hours per week, beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 or 10 hours per week, beginning January 14, 2018 and ending May 10, 2018. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary is $5176 per semester. Half assistantships may be awarded. Salary is prorated on a weekly basis 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.
- Tuition scholarships are applied for and awarded separately.
- For more information on the Graduate Assistantship System and procedures: [http://www.grad.uni.edu/assistantships/](http://www.grad.uni.edu/assistantships/)

Position Description:
As a teaching assistant, you will be assigned to help with a class taught in the Women’s and Gender Studies department. Your 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
- 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)
• Administering student assessments of teaching
• 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
• 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.

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) to staycie.lyman@uni.edu by February 1, 2018.