

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 26, 2019 and ending December 20, 2019. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 or 10 hours per week, beginning January 13, 2020 and ending May 8, 2020. Does not include the week of Spring Break.

Compensation:

- Full assistantship salary is \$5284 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/>

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 qualifying graduate credit hours 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.

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, 2019.