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 23, 2021 and ending December 17, 2021. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 or 10 hours per week, beginning January 10, 2022 and ending May 6, 2022. Does not include the week of Spring Break.

**Compensation:**
- Full assistantship salary is $5395 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:** Starting **October 15th**, all Tuition Scholarships and Graduate Assistantship applications will use the new online GA and TS forms. The Excel application forms will be discontinued. The WGS application deadline is February 1, 2022.