

SEFS TA Job Description & Hiring Form

This form is for TA work requiring full-time registration

Legal Name (Last, First, Middle):	
Date Range:	<input type="checkbox"/> AUTUMN(9/16-12/15) <input type="checkbox"/> WINTER(12/16-3/15) <input type="checkbox"/> SPRING(3/16-6/15) <input type="checkbox"/> SUMMER full-term <input type="checkbox"/> SUMMER A-term <input type="checkbox"/> SUMMER B-term or nonstandard dates: From ___/___/___ to ___/___/___
Supervisor Name:	
TA UW Email Address:	
TA Home Department:	
TA Office Location:	
TA Citizenship:	<input type="checkbox"/> US Citizen <input type="checkbox"/> Other _____ (fill in)
TA Student Number (SID):	UW Student Number: _____
Course Name & Number:	

CERTIFICATIONS, LICENSES, NEEDED FOR THIS APPOINTMENT

- | | |
|---|--|
| <input type="checkbox"/> First Aid/CPR, required for field trips | <input type="checkbox"/> Animal Use Laws & Regulations Training |
| <input type="checkbox"/> Driver Safety Training, required for UW vehicles | <input type="checkbox"/> International Students: Cleared for teaching? |

Check all duties that apply to this Teaching Assistant position:

COURSE DESIGN & PREPARATION

- Prepare overheads and/or handouts
- Review literature and/or textbooks
- Attend instructor/RG meetings
- Order textbooks
- Other: _____

COURSE ATTENDANCE & FACILITATION

- Attend lectures [all most]
- Present up to _____ lectures
- Prepare and/or maintain course attendance records
- Prepare lecture materials
- Conduct quiz section meetings
- Facilitate discussions
- Prepare lectures and/or materials for quiz sections
- Prepare review materials for quiz sections
- Prepare test questions
- Proctor exams
- Score exams
- Maintain grading records
- Maintain records on individual students' assignment completion
- Calculate quarter grades
- Request student assessments for course
- Coordinate with OEA for course evaluations
- Other: _____

LAB OR FIELD TRIP DUTIES

- Request or acquire necessary equipment
- Attend _____ field trips, including _____ overnight/weekend trips
- Operate & instruct safe use of equipment
- Handle specimens
- Make logistical arrangements for field trips
- Other: _____

ADMINISTRATIVE DUTIES

- Obtain room for review sessions
- Place course materials on library reserve
- Prepare webpage for course materials
- Maintain (update) webpage for course materials
- Develop and maintain electronic bulletin boards, discussion sites, etc.
- Other: _____

STUDENT SUPPORT

- Hold regular office hours _____ hrs/wk
- Hold extra review sessions for exams
- Manage and respond to course-related e-mail
- Act as liaison between student and professor
- Tutor students
- Assist students with writing assignments
- Other: _____

Other specific duties: _____

TA (Academic Student Employee) Signature: _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____

Student & Academic Services Office Use Only

Budget Number and PCA Code:

- | | | | |
|--|---------------------------------------|--|---|
| <input type="checkbox"/> Premaster | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Added as Instructor? |
| <input type="checkbox"/> International Students: Cleared for Teaching? | | | <input type="checkbox"/> First Aid, Driver Training, or Animal Use? |
| Total Monthly Salary: | | <input type="checkbox"/> New Incoming Graduate Student | |