

# SEFS TA Job Description & Hiring Form

<b>TA Student Full Name:</b>	
<b>Appointment Period:</b>	<input type="checkbox"/> AUTUMN <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER or nonstandard dates: From ___/___/___ to ___/___/___
<b>Supervisor Name:</b>	
<b>TA Email Address:</b>	
<b>TA Home Department:</b>	
<b>TA Office Location:</b>	
<b>TA Citizenship:</b>	<input type="checkbox"/> US Citizen <input type="checkbox"/> Other _____ (fill in)
<b>TA UW ID Number:</b>	UW Student Number: _____
<b>Course Name &amp; Number:</b>	

**CERTIFICATIONS, LICENSES, NEEDED FOR THIS APPOINTMENT**

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

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| Budget Number:<br><input type="checkbox"/> International Students: Cleared for Teaching?<br><input type="checkbox"/> Pre-MS <input type="checkbox"/> Post MS <input type="checkbox"/> PhD Candidate<br>Job Code:<br><input type="checkbox"/> Appointment Letter Sent | <input type="checkbox"/> Added as Instructor?<br><input type="checkbox"/> First Aid, Driver Training, or Animal Use?<br>PCA Code (use course number):<br>Monthly Salary:<br>Date: |
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