

Generic TA Job Description Template

Here is a generic template to help you plan the work assigned to your TA. Not every item may apply to every class. Please discuss and agree on job expectations at the start of the quarter.

TAs can work no more than 220 hours per quarter. While every week may not be the same, please keep this in mind and perhaps make a generous estimation of how much time the various tasks will take. For example, if a TA is expected to make their own material in a session with students, that will likely take more time than if you gave them the materials.

- **Grading:**

- Homework**

- i. Grade ?? problems per week
 - ii. Publish graded homework by date ??
 - iii. (Optional) Post comments on the problems graded, on Canvas

- Exams**

- iv. Grade ?? problems
 - v. Publish grades by ??
 - vi. Handle regrade requests by ??
 - vii. Proctor exams or be available to proctor in an emergency (in-person job)
 - viii. Help scan exams into Gradescope (in-person job)

- **Office hours/recitation**

- Set office hours per week (2 hours is standard) or have your TA run an optional recitation session (see Alexis' model if interested), or a combination.
 - Quiz sections in lower level classes
 - Reserve a room in advance for TA office hours if needed.

- Comments:

- Decide if you want office hours in-person or on Zoom or a combination.
 - Staggering office hours on the various days they are offered will help undergrads.

- **Class discussion board**

- Create a plan for how TAs will participate in managing the class discussion board.

- **Other:**
Short weekly meeting with instructor (in-person or by Zoom)