

A&S Graduate Assistant Position Description Form

PLEASE TYPE

Graduate Assistant _____ Department _____

Faculty Supervisor _____

Period covered (Check as appropriate)

- Academic Year (9 month)
- Fall Semester only
- Spring Semester only
- Other (specify) _____

Type of Appointment (Check as appropriate)

- Graduate Teaching Assistant (GTA)
- Graduate Research Assistant (GRA)
- Graduate Service Assistant (GSA)
- Other, please specify _____

% Appointment (Check as appropriate)

- Half-time
- Quarter-time
- Other, please specify _____

Graduate Level (Check as appropriate)

- Doctoral
- Masters
- Other, please specify _____

Approximate number of hours expected per week for assistantship duties _____

Teaching Responsibilities (complete as indicated) OR _____ N/A

Courses/Labs taught (where the GTA actually teaches or team-teaches a course or lab)

Semester	Course Number	Course Title	Credit Hours	%Responsibility

Teaching-support responsibilities (where the GTA supports but does not have primary responsibility for instruction)

- Grading Faculty member(s) supported _____
- Grade input _____
- Tutoring Course(s) supported _____
- Classroom preparation/equipment set-up _____
- Proctoring _____
- Other, please specify _____

Research Responsibilities (complete as indicated) OR _____ N/A

Faculty member(s) supported _____

Please describe the student's responsibilities (Attach or fill in)

Service Responsibilities (complete as indicated) OR _____ N/A

Please describe the student's responsibilities (Attach or fill in)

Reviewed and Approved By

Graduate Assistant _____ Date _____
 Department Chair/Program Director _____
 Dean _____