
Student Employment Job Description

Job Classification: Student Employment

Job Code: *Student Employment Office to add*

Job Title: Teaching Assistant

Academic Year: 1718

Pay Rate: \$11.25/hour

Supervisor(s) Name: Professor Pilot

Department: Shiley School of Engineering

Job Description:

Brief summary (3-4 sentences); must include whom the job reports to, location where employee will perform his/her duties, approximate hours and semesters needed, purpose of the position, and evaluation procedures/schedules.

Support faculty by grading homework papers and recording homework scores. Teaching Assistants will be assigned to a particular course, working with individual instructors, and working within the Shiley School of Engineering. Pay rate is \$11.25 per hour. Minimum of 3 hours per week starting in Fall 2017 with a possibility to continue into the following Spring. Faculty will communicate any performance deficiencies as well as performance at the end of each semester.

Job Responsibilities

Essential Job Functions: *List key elements of job that are essential for the position in order of importance.*

- Grade homework and submit proper feedback according to guidelines specified by Faculty
- Collect and return homework promptly in accordance with schedule set by Faculty
- Maintain a confidential record of homework scores throughout the semester
- Follow up communication with Faculty regarding job duties and attend meetings as scheduled
- Follow all University of Portland requirements for student employment, including prompt submission of timesheets

Job Requirements

Minimum Qualifications: *These qualifications are necessary to perform the job. Be specific.*

- Must have taken class and passed with high marks
- Faculty endorsement for courses the grader intends to grade; include endorsing faculty member's names on cover letter
- Strong commitment to confidentiality and willingness to sign a confidentiality agreement
- Close attention to detail and strong organization skills
- Punctual and dependable
- Able to work 3 hours per week

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Preferred Qualifications: *These are not essential qualifications for the job, strictly preferred.*

- Interest in teaching
- Cumulative GPA of 3.0

Please make sure your cover letter identifies which courses you would like to grade, why you are interested in this position, how you meet the minimum qualifications as well as noting the names of the faculty members who will endorse you for this grading position.

Applicant Materials Requested: Cover letter, resume, and unofficial transcript.