Graduate Teaching Assistant

The Teaching Assistant (TA) is appointed for 10-20 hours per week. TAs will be assigned to a clinical team or specific course(s) with an identified supervisor. A specific work schedule is developed in collaboration with the appropriate faculty supervisor. Training will be provided for each position. These positions may require travel to different sites.

Classroom assignment may include:

- Assist with grading tests and papers.
- Proctors exams.
- Facilitate Videoconferencing.
- Prepare materials for class and other requests from the faculty member.
- Assist students with tutoring for the course (before and after class).
- Collaborate in classroom teaching and/or discussion.
- Review and suggest modification in student assignments.

Clinical assignment may include:

- Supervise clinical experiences as part of the clinical team
- Make evaluation site visits
- Participate in student clinical evaluation
- Participate in clinical site evaluation
- Maintain familiarity with the nursing lab policies and procedures
- Conduct clinical lab sessions
- Review and suggest modification in student clinical assignments

Online teaching assignment may include:

- Maintain close communication with the instructor regarding student progress and course issues.
- Assist instructor with quiz preparation and setup.
- Assist with piloting/ revising assignments.
- Maintain discussion boards and group activities to ensure active participation.
- Post grades.
- Upload and download assignments for the instructor.
- Grade assignments per instructions of the professor.
- Work with instructor to modify and enhance learning activities.
- Other duties as assigned.

College wide activities:

- Attend TA orientation and team meetings.
- Assist with College of Nursing recruiting, conferences and recruiting events.
- Facilitate with distance learning courses as needed.
- Assist with preparation of college materials and related tasks as needed.