

## Graduate Teaching Assistant

The Teaching Assistant (TA) is appointed for 10-20 hours per week. TA's 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.