

A&S Graduate Assistant Position Description Form

PLEASE TYPE

Due Dates: Fall Appointments – September 28, 2009 Academic Year and Spring Appointments – January 28, 2010

Graduate Assistant _____ **Department** _____

Faculty Supervisor _____

Period covered (Check as appropriate)

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

Draft

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 _____
 Department Chair/Program Director _____
 Dean _____

Date

