Graduate Teaching Assistant/Associate (TA) Job Description

Prime function

The primary responsibility of the Graduate Teaching Assistant/Associate is to serve in an instructional capacity. Graduate Teaching Assistants provide professional level instruction under the direct supervision of a faculty supervisor.

Graduate Teaching Associates are similar to Graduate Teaching Assistants but generally have a higher degree of instructional responsibility. Departments may consider students who have completed a master's degree or its equivalent (30 hours of graduate work) for a Graduate Teaching Associateship.

Examples of responsibilities

Serves in an instructional capacity for a specified unit within the university, which may include the following duties and responsibilities:

- Performs tasks related to specific function/program assigned
- Provides general assistance to faculty members in instructional activities for a designated area
- Lectures and leads discussion groups
- Serves as an assistant in laboratory or other classes
- Tutors students
- Proctors examinations
- Grades tests and papers
- Develops work plans in accordance with program/organizational objectives
- Supervises student employees

Knowledge, skills and abilities

- Knowledge of issues pertaining to area of assignment
- Knowledge of higher education teaching principles and practices
- Skill in organizing resources and establishing priorities
- Skill in planning, organization, coordination of activities
- Skill in establishing and maintaining effective working relationships
- Skill in both verbal and written communication
- Skill in the use of personal computer and related software applications

Minimum qualifications

- Currently admitted to a graduate degree program at Arizona State University
- Maintain a 3.00 cumulative GPA for all ASU graduate credit courses
- Must enroll in at least 6 credit hours during each fall and spring semester during the appointment, and 1 credit hour during a summer semester appointment