

Academic Student Employee Responsibilities Description of Duties

Quarter: _____ **Course:** _____ **Course Title:** _____

ASE (TA or Reader): _____ **Supervisor:** _____

The job duties designated below are required of the Academic Student Employee. Please check the appropriate items and describe, as applicable.

- _____ **Attend TA Training**
- _____ **Attend Lectures**
- _____ **Present _____ lectures (as assigned by faculty supervisor)**
- _____ **Instruction of _____ sections/labs per week**
- _____ **Hold _____ office hours per week**
- _____ **Meet with supervisor _____ hours per week**
- _____ **Prepare/update course materials**
- _____ **Course preparation**
- _____ **Develop/update course website**
- _____ **Read/evaluate _____ papers per student**
- _____ **Grade weekly assignments**
- _____ **Grade midterms**
- _____ **Grade quizzes**
- _____ **Grade final exams**
- _____ **Procter _____ exams**
- _____ **Perform individual and/or group tutoring**
- _____ **Conduct review sessions**
- _____ **Arrange/attend labs**
- _____ **Maintain/submit student records (grades)**
- _____ **Prepare copies/print orders of coursework**
- _____ **Assist with course administration as described below:**

_____ **Other tasks as described below:**

A TA with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter or a workload of over 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter. This standard shall apply proportionately to other percent appointments. In addition, a TA with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week or more than 8 hours in any one day.