**Teaching Assistant 1**

Teaching Assistant 1, under the general supervision of faculty, may perform duties to support classroom or lab instruction. At the discretion of the assigned faculty, duties may include, but are not limited to:

* Helping to maintain attendance records.
* Grading assignments, quizzes, tests, papers, and reports using an answer key
* Recording data such as grades in Canvas.
* Assisting students individually or in group settings with review or study sessions to prepare for quizzes, tests, and projects, proctoring quizzes and exams.
* Running video equipment in a classroom setting; typing and reproducing class notes.
* Attend course lectures.
* Helping faculty to create assignments using computer software.
* Regularly checking university email account and timely responding to messages from supervisor
* Setting up classrooms or lab equipment and materials.
* Cleaning and general maintenance of lab equipment.
* Supervising students during lab courses to ensure the maintenance of a safe working environment.
* Responding to student questions regarding course or lab educational content.
* Helping students with lab activities.
* Help students improve academic performance by assisting with development of study and organizational skills
* Coordinating materials with the library including picking up and returning materials.
* Performing other related duties as assigned or required.

This position is for *insert course name and number or department* and will report to *insert title.*

This position will work up to/approximately *insert hours (not to exceed 19)* hours per week and work may include evening and weekend work.

**Required Qualifications:**
Applicants must have demonstrated knowledge in *insert assigned area (e.g. English, Physics, Computer Science)* and completed *insert any required courses that must be completed.*Applicants must have a *insert required* GPA or above in *insert assigned area (e.g. English, Physics, Computer Science)*.

Applicants must have a class standing as *insert standing (e.g. Sophomore, Junior)* or above.

Applicants must have *insert any other specific skills based on the assigned area (e.g. experience with the Microsoft Word Suite including word and excel or experience fabricating metallic materials, etc.)*Applicants must be reliable, patient, responsive, organized, sensitive to the needs of a diverse population, willing to follow direction, take initiative, and need to be able to work independently.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**