**Teaching Assistant 2**

Teaching Assistant 2, under the supervision of faculty, may teach assigned courses and otherwise perform duties to support classroom or lab instruction. At the discretion of the assigned faculty, duties may include, but are not limited to:

* maintaining attendance records.
* grading assignments, quizzes, tests, papers, and reports.
* 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.
* creating assignments using computer software.
* 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.
* helping students develop study skills and organizational techniques to help improve their academic performance.
* Performing other related duties as assigned or required.

This position is for *insert course name and number* and will report to *insert faculty’s name/title.*

This position will work *insert days and hours per week.*

**Minimum 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 completed *insert any classes that must have been completed.*

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 able to work independently, reliable, responsive, organized, sensitive to the needs of a diverse population, willing to take direction and follow guidance.

Applicants must be patient and have exceptional communication skills both written and verbal.

**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 B**