

AMERICAN INDIAN STUDIES

UNIVERSITY *of* WASHINGTON

We are currently accepting applications for Teaching Assistant positions in the Department of American Indian Studies for the 2019-20 academic year.

Position Description: Graduate TA duties and responsibilities may include the following (specific duties and responsibilities will be provided by course instructor):

- Attend lectures
- Conduct quiz section meetings
- Facilitate discussions
- Prepare lectures for quiz sections
- Prepare review materials for quiz sections
- Hold extra review sessions for exams
- Obtain room for review sessions
- Request or acquire necessary equipment
- Hold regular office hours
- Tutor students
- Manage and respond to course-related e-mail
- Prepare webpage for course materials
- Maintain (update) webpage for course materials
- Develop and maintain electronic bulletin boards, discussion sites, etc.
- Prepare assignments
- Grade assignments
- In consultation with Professor prepare test questions
- Proctor exams
- Score exams
- Maintain grading records
- Prepare course attendance records
- Maintain course attendance records
- Calculate quarter grades
- Attend instructor/TA meetings
- Act as liaison/mediator between student and professor
- Prepare lecture materials
- Present lectures
- Prepare overheads
- Prepare handout materials
- Review literature
- Place course materials on library reserve

Requirements: Currently enrolled social science and humanities graduate students with knowledge and experience in American Indian and Indigenous studies, Part-time, 50% position.

SALARY:

TA -- \$2341 (Premaster)
TA1 -- \$2516 (Intermediate)
TA2 -- \$2703 (Candidate)

HOW TO APPLY: Submit a complete application to TA Selection Committee, Department of American Indian Studies, C-514 Padelford, Box 354305, UW, Seattle, WA 98195-4305, or by email to maf@uw.edu. Application forms can be found at https://ais.washington.edu/sites/ais/files/documents/ais_graduate_assistantship_application.pdf

Application should include:

- 1) A completed TA application form
- 2) A one-page cover letter
- 3) One to three letters of recommendation
- 4) Separate sheet detailing teaching experience and philosophy
- 5) A brief statement of educational and professional objectives.

Desired: Knowledge in American Indian and Indigenous studies.

Conditions of Employment: Must be a full-time UW graduate student during the quarter of the appointment.