

**Job Title** Teaching Assistant  
**Office/Department** Geology  
**Location (Building)** Norton  
**Supervisor** Either Emily Walsh or Rhawn Denniston  
**Length of Employment** 1 block  
**Job Wage Rate or Range** \$8/hr  
**Position Summary** Assist assembling or disassembling labs; drive vans on fieldtrips; help answer questions during labs; attend lectures and serve as an additional resource to students outside of class-time

**Principal Duties and Responsibilities** See above

**Knowledge Skills and Abilities**

- |  |   |
|--|---|
| <input type="checkbox"/> Typing                            | <input type="checkbox"/> Filing                       |
| <input type="checkbox"/> Phone Coverage                    | <input type="checkbox"/> Photocopying                 |
| <input type="checkbox"/> Data Entry                        | <input type="checkbox"/> Cataloging                   |
| <input type="checkbox"/> Research Assistant                | <input type="checkbox"/> Operate Switchboard          |
| X Tutoring   | <input type="checkbox"/> Scheduling                   |
| <input type="checkbox"/> Athletic Training                 | <input type="checkbox"/> Telemarketing                |
| <input type="checkbox"/> Maintenance                       | <input type="checkbox"/> Scheduling                   |
| <input type="checkbox"/> Receptions/Registrations          | <input type="checkbox"/> Supervisory Responsibilities |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Microsoft Word               |
| <input type="checkbox"/> Microsoft Excel                   | <input type="checkbox"/> Microsoft Access             |
| <input type="checkbox"/> Microsoft PowerPoint              | <input type="checkbox"/> Installing Hardware          |
| <input type="checkbox"/> Dreamweaver                       | <input type="checkbox"/> Internet Searches            |
| <input type="checkbox"/> Troubleshooting PCs               | <input type="checkbox"/> Graphic Arts                 |
| <input type="checkbox"/> Sports Information                | <input type="checkbox"/> Sports Statistician          |
| <input type="checkbox"/> Audiovisual Skills                | <input type="checkbox"/> Shelving Books               |
| <input type="checkbox"/> Library Circulation Desk          | <input type="checkbox"/> Interlibrary Loan            |
| <input type="checkbox"/> Photography                       | <input type="checkbox"/> Food Preparation             |
| <input type="checkbox"/> Maintain Inventory                | <input type="checkbox"/> Cash Register Skills         |
| <input type="checkbox"/> Heavy Lifting Required            |   |

**Additional Job Qualifications**

For TAs in introductory classes, extensive geology coursework at the undergraduate level is required. For TAs in Mineralogy, outstanding in performance in Mineralogy and preferably also Igneous Petrology or Metamorphic Petrology are required.

**Expectations** Attend lecture (2 hrs/day), assist students during labs (2 hrs/day), and be available to complete various associated tasks for their supervisor.

**Working Conditions** Classroom and field

**Other** n/a