Teaching Assistant

*Minimum Requirements: High School Certificate or GED and 1 year of related undergraduate coursework

The core responsibilities of teaching assistants (TAs) are tutoring students, assisting with class paperwork, teaching the class as requested by the instructor, assisting with administrative tasks such as note-taking and photocopying, and generally helping to ensure that the class runs smoothly. At 7th Grade and Above sites, TAs also supervise evening class sessions. Additionally, TAs in science classes must assist with class demonstrations, help keep the course's inventory, and prepare, teach, and clean up after lab sessions. TAs' daily working hours are morning and afternoon class times, evening sessions at 7th Grade and Above Sites, and additional planning and preparation time as requested by the instructor. At sites with the 7th Grade and Above program or select Young Student sites, TAs are responsible for Sunday evening class sessions. At all sites, TAs are responsible for working the opening weekend, some of intersession, and the closing weekend. Otherwise, TAs do not have scheduled responsibilities on the weekends.

Sample Daily Schedule

Here's what a day in the life of a Teaching Assistant looks like. Exact schedules will vary from site to site.

Morning
- Get students from Resident Assistant (RA) staff at morning hand off
- Assist the instructor and students during the morning class/lab session
- Supervise 15-minute student break
- Take notes for narrative evaluations

Afternoon
- Lunch
- Assist the instructor and students during the afternoon class/lab session
- Hand students back to RAs at afternoon hand off
- Meet with your instructor for planning, setup, grading, etc.
- Participate in student activities as time permits

Evening
- Dinner
- Supervise evening student session (instructors attend at least two days a week)
- Complete any paperwork and grading

Weekends
- Teaching assistants are off between Friday afternoon and Sunday evening, except for the weekends students arrive.