

JOB ANNOUNCEMENT

*TO ESTABLISH A LIST OF ELIGIBLES FOR LIMITED TERM, PART-TIME POSITIONS
RELATED TO COURSE DISCIPLINE
(SUBJECT TO AVAILABILITY OF FUNDS – APPROVED ON SEMESTER BASIS)*

POSITION TITLE: TEACHING ASSISTANT

NATURE OF ACTION: **Unclassified Limited Term Appointment
Part-Time Employee (Undergraduate or Graduate Student)**

LOCATION: College of Liberal Arts & Social Sciences

SALARY RANGE: *Undergraduate: \$9.50 – \$11.06 per hour
Graduate: \$12.75 – \$15.36 per hour*
Maximum of 10 to 20 hours per week

OPEN DATE: January 22, 2024

DEADLINE FOR APPLICATION: Continuous by Semester Basis

ASSISTANTS FOR: FACULTY/INSTRUCTORS

DESCRIPTION OF DUTIES:

1. Assists faculty/instructor in the Communication, Media & Fine Arts Programs; DEAL Programs and Writing Center; Humanities Programs; Social & Behavioral Sciences Programs and CLASS Advisement Center; maintaining, opening, and securing labs, classrooms, and Lecture Hall or other assigned areas.
2. Undergraduate Teaching Assistants provide administrative support for a quiz, discussion, or laboratory sections and serve as class assistants, but may not perform teaching duties; Graduate Teaching Assistants will lead quiz, discussion, or laboratory sections, serve as class assistants or provide supervised teaching. A Graduate Teaching Assistant is usually a pre-masters or a graduate student.
3. Assists Instructors with student's attendance and quality of work in the course.
4. Assists Instructors in tutoring students in the course material. Preparation of tests with help of a study guide and other required materials.
5. Assist Instructors in grading tests and meet with students not meeting the required Grade average level of understanding about subject matters and comprehension of course materials.
6. Be a role model and guide to new students.
7. Performs daily checks and maintenance on individual computers regarding the condition of hardware and equipment. Assist faculty with setting up audio/visual equipment and troubleshoot connection issues in the classrooms/labs. Prepares power point system before class time. Reports any problematic conditions immediately to the instructor. Transfer needed apparatus in preparation for classes such as transcribing notes, locating pictures, and other materials needed to enhance the instructor's lecture.
8. Assures that needed supplies are available for instructor and student use. Organize part of the stockroom in preparation of laboratory classes.
9. Assist Instructors in class and coordination field trips and other extra credit events held on campus for students to attend.
10. Search for software related to the programs or lab teachings via the Internet. Report availability of software via Internet to instructors biweekly.
11. Monitors student sign-up sheets and availability of laboratory for classes or individual Faculty or student use.
12. Verifies and assures daily lab functions, reports progress or status to instructor or Supervisor.
13. Assist Instructor in the Experimental Psychology Animal Lab with the handling of live laboratory animals on a daily basis, responsible for the daily cleaning and feeding of the lab animals and have the required basic skills in writing and operating experimental software programs.
14. Maintain advisement calendar and outgoing log, student advisement files, send follow up email to students and various units on status on student forms.
15. Assists in other related duties assigned.

MINIMUM QUALIFICATIONS:

- Must be a current college student – Undergraduate Students with 61 credit hours and above in Academic Program; Graduate Students with 0-12 credits (refer to approved BOR No. 19-13); and
- Recommendation of Instructors

This announcement is on a semester basis only and availability of funds. For more information: Contact the CLASS Dean's Office at 735-2850~3 or the following Division Offices at CFA (735-2700), English & Applied Linguistics (735-2725), Humanities (735-2800), and Social & Behavioral Sciences (735-2870) eligible to hire Teaching Assistants.

The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

The University of Guam is an Equal Opportunity Employer and Provider:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the American with Disabilities Act. For Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Title IX Institutional Compliance Officer, Ms. , located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (COR).



Dr. James D. Sellmann, Dean

Revised 01/22/24