

APPENDIX A: Senior Teaching Assistant (2017-2018)

Job Description

Position Summary

The Senior TA is an experienced TA who serves as a resource for department TAs and readers. The Senior TA's duties include observing and providing feedback on sections, circulating suggestions on grading practices, and organizing teaching-oriented and professional development workshops. Workshops have included training/support in how to design an effective lesson plan, how to create an inclusive classroom, how to motivate undergraduate student participation, and the use of visual and media resources to supplement course material. Each year's Senior TA has discretion in selecting topics for workshops.

Reports to

The Senior TA reports to the Director of Graduate Studies and Graduate Program Coordinator and together they will work to meet the needs of the TAs and readers in our department.

The Senior TA will also work with the Graduate Community Committee (GCC) to select topics for the teaching workshops.

Responsibilities

1. The Senior TA is expected to offer a comprehensive TA training workshop in September for incoming/first time TAs in the department.
2. The Senior TA is expected to organize at least one teaching-related professional development workshop in both Winter and Spring quarters. S/he is encouraged to survey graduate students and/or work with the Director of Graduate Studies and the Graduate Community Committee to determine which teaching-related workshops to offer.
3. The Senior TA will offer ongoing support to TAs and readers throughout the year, including help with grading strategies, relationships with students and faculty, time management, and other issues that arise.
4. The Senior TA will help create, contribute to, and manage any Teaching & Learning sections or folders within the department's online resource "Social Assets."

Compensation

In addition to a 9-month 50 percent TA appointment, the Senior TA will receive supplemental compensation of the equivalent of Associate-in-lieu-of TA @ 50 percent, distributed generally in September. For current rates, please see [Graduate Student Academic Title Pay Rates](#).

Qualifications

The Senior TA is selected from those who indicate interest in the position, who have a minimum of two years (6 quarters) of experience as a TA, and who have received strong evaluations as a TA from undergraduate students and instructors. Additional requirements include:

1. Having advanced to candidacy before fall of the year holding the position
2. Completion of the Center for Teaching Development course, "The College Classroom"
3. Be in residence in San Diego the entire academic year

If you would like to be considered for the position, please provide a statement (500 words or less) describing your qualifications. This should include a list of courses and instructors you served as a TA. Also, include the kinds of TA enrichment activities you are prepared to offer, and propose at least two potential workshops for Winter and Spring quarters.

APPENDIX B: Writing Specialist Teaching Assistant (2016-2017)

Job Description

Position Summary

The Writing Specialist TA is a position that began in 2015-2016 academic year and is an integral part of a new pilot program designed to help first-year graduate students strengthen their writing skills. The Writing Specialist TA must have excellent writing skills himself or herself, have a solid command of sociological concepts, and be willing to provide substantial copyediting and other writing feedback to first-year graduate students.

The Writing Specialist will be a 50 percent TA who will be assigned to one core graduate seminar per quarter, for three quarters. In the Fall, the writing specialist TA will be assigned to SOCG 200 Introduction to Research Design to be taught by Isaac Martin; in the Winter, the TA will work with Harvey Goldman in SOCG 202 Contemporary Sociological Theory; and in Spring quarter, the TA will be assigned to SOCG 206 Statistics II, to be taught by Juan Pablo Pardo-Guerra. The Writing Specialist TA will also work with Science Studies students in a course of their choice Spring quarter as Science Studies students are not required to take SOCG 206.

By being embedded in research design, theory, and methods courses, the Writing Specialist TA will help first-year students develop writing skills in three fundamental areas of sociological writing.

Reports to

The Writing Specialist TA will report to the faculty members with whom s/he will work.

The department is partnering with the new Teaching and Learning Commons (TLC) on campus, which has committed to providing resources to the Writing Specialist TA and faculty. Although the TLC does not yet have a program in place, the director of the Center has pledged support for our department's pilot program and hopes that our department can serve as a demonstration project to other campus units. As such, the Writing Specialist TA will be expected to have some level of interaction with writing experts at the TLC.

Responsibilities

Each faculty member will organize writing assignments in order to maximize students' ability to write multiple drafts for each seminar. The Writing Specialist TA will serve as an editor and coach throughout the quarter, receiving students' papers before the professor, and will help students revise drafts before they submit them to the instructor.

In addition to commenting on papers, the Writing Specialist TA will be expected to consult with students during office hours and work closely with the professor of the class. The TA will **not** hold sections or be expected to grade papers.

Compensation

The Writing Specialist TA will receive the standard 9-month 50 percent TA appointment salaried at \$19,279.50 (2016-2016 contract rate).

Qualifications

The Writing Specialist TA will be selected from students who indicate interest in the position and who also meet the following criteria:

1. Have received strong evaluations as a TA from students and instructors
2. Have received strong grades in required theory and quantitative methods courses which are the subject of the TAship
3. Have significant writing experience, and preferably editing experience
4. Willingness to work with the TLC to improve skills in providing feedback to writers
5. Be in residence in San Diego the entire academic year

If you would like to be considered for the position, please provide a statement (500 words or less) describing your qualifications.