

## ***APPENDIX A: Senior Teaching Assistant (2018-2019)***

### Job Description

#### Position Summary

The Senior TA is an experienced TA who serves as a resource for department TAs and readers. In addition to serving as a TA for two sociology courses, 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 in how to design an effective lesson plan, how to create an inclusive classroom, how to motivate undergraduate student participation, and how to use 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 will be assigned to SOCI 1 during Fall quarter and SOCI 2 in Winter Quarter.
2. The Senior TA is expected to offer a comprehensive TA training workshop in September for all first-time TAs in the department.
3. The Senior TA is expected to organize at least one teaching-related professional development workshop in both Winter and Spring quarters. The Senior TA is encouraged to survey graduate students or work with the Director of Graduate Studies and the Graduate Community Committee to determine which teaching-related workshops to offer.
4. 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.
5. 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

The Senior TA will receive a 9-month 50 percent Associate-in-lieu-of TA appointment. 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. Being 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 Tutor (2018-2019)***

### Job Description

#### Position Summary

The Writing Tutor is a TA who works jointly with the Sociology Department and the Writing + Critical Expression Hub (part of the Teaching + Learning Commons). The Tutor is employed as 50 percent appointment shared by the Department and the Writing Hub.

#### Reporting

The Tutor reports to the Department Chair and Director of Graduate Studies (DGS) of the Sociology Department, and to the Director of the Writing Hub.

#### Responsibilities:

Responsibilities include holding appointment hours in the Sociology Department and in the Writing Hub, organizing and leading writing-focused workshops, and meeting regularly with the Chair, the DGS, and the Writing Hub Director. The Tutor also will work with some faculty who teach first-year seminars to design writing assignments and determine writing consultation requirements for their seminars. During appointment hours, the Writing Tutor will work with students on their drafts. The Writing Tutor will work with students to identify the writing help that they want, and will generally serve as a resource to help first-year students develop into strong writers in sociology.

#### Compensation

The Writing Specialist TA will receive the standard 9-month 50 percent TA appointment.

#### Qualifications

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

1. Strong evaluations as a TA from students and instructors
2. Strong grades in required theory and methods courses
3. Significant writing experience, and preferably editing experience
4. Willingness to work with the Writing Hub to improve skills in providing feedback to writers
5. 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.