

## *APPENDIX A: Senior Teaching Assistant (2019-2020)*

### 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 in Fall quarter and SOCI 2 in Winter Quarter.
2. The Senior TA will be asked to conduct peer observation of first-time TAs. The workload of the Senior TA as a TA in SOCI 1 will be reduced commensurately in order to carry out effective peer observation.
3. The Senior TA is expected to offer a TA training workshop in September for all first-time TAs in the department. This is on top of the online course for IAs required by the Grad Division.
4. 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.
5. 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.
6. 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 Teaching and Learning Commons course "Introduction to College Teaching"
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 Consultant (2019-2020)***

### Job Description

#### Position Summary

The Writing Consultant (Consultant) works jointly with the Sociology Department and the Writing + Critical Expression Hub (part of the Teaching + Learning Commons). The Consultant is employed as 50 percent appointment (20 hours per week) shared by the Department and the Writing Hub. Hours are evenly split between the Sociology Department and the Writing Hub.

The Consultant provides writing-focused support to Sociology graduate students, particularly those in the first-year cohort. As part of the team of Grad Writing Consultants at the Writing Hub, the Consultant is trained to provide facilitative feedback on advanced academic writing. They meet 1-on-1 with graduate students and provide real-time feedback on their drafts, working with the student to address their concerns and move them forward in the writing process.

#### Reporting:

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

#### Responsibilities:

The Writing Consultant has three core responsibilities:

1. **Sociology Appointments:** The Consultant maintains one-on-one writing consultation appointment hours in the Sociology Department each week. These hours are pre-scheduled and remain the same every week. These hours are used for Sociology graduate students only, who book appointments in advance during these times.
2. **Writing Hub Appointments:** The Consultant maintains one-on-one writing consultation appointment hours in the Writing Hub each week. These hours are pre-scheduled and remain the same every week. These appointment times may be booked by any graduate student eligible for Writing Hub services.
3. **Writing Workshops:** Organize and lead two writing focused workshops in the Sociology Department per quarter. The consultant is free to replicate previous Consultants' workshops, or create new workshops as desired/appropriate.

Other responsibilities include:

1. Attend a weekly 1 hour meeting with the Associate Director of the Writing Hub and the other graduate writing consultants. These meetings are a source of ongoing support and training.
2. Attend quarterly training and development meetings with the Associate Director of the Writing Hub and the other graduate writing consultants. These meetings provide necessary orientation and development of principles and practices.
3. Meet with the Chair, DGS, and the Writing Hub Director and Associate Director, as requested.
4. Meet with faculty who teach Sociology first-year seminars to provide feedback on writing assignments and determine writing consultation requirements for their seminars, if requested.

In addition to these responsibilities, the Writing Hub is open to the Consultant's participation in other Writing Hub events/projects (such as writing retreats, the Grad Writing Room, or working on empirical research), and is open to brainstorming other ways for the Consultant to productively use their employment hours to improve student support and programming. There is room in this position for the Consultant to develop areas of writing support that they are interested in, with the support of the Writing Hub Director and Associate Director.

#### Consultations:

The core of the Consultants' work is holding consultations with graduate student writers. At the Writing Hub, the Consultant works as a peer-mentor with fellow graduate students from a variety of disciplines, on a variety of projects, and at various points in the writing process. At the Sociology Department, the Consultant employs the same writing consultation principles and, in addition, provides additional discipline-appropriate feedback to student writers.

Following an underlying mission to work with writers rather than a piece of writing, the Writing Consultant serves as a resource to help graduate students develop into stronger writers. All consultations begin by working with the student to identify the writing help that they want, which can range from brainstorming a project to fine-

tuning a draft. The Consultant provides facilitative feedback on the higher-order concerns of the writing (e.g. argument, organization, clarity) and does not proofread nor edit the work. The Consultant does not read drafts ahead of time, consult via email, or meet with students outside of scheduled appointment hours.

### Compensation

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

### Qualifications

The Writing Consultant 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 demonstrated strengths in academic writing.
4. Willingness to work with the Writing Hub to improve skills in providing feedback to writers.
5. Ability to provide respectful, attentive support and careful, collaborative feedback with a diverse student body in a one on one setting.
6. 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.