

APPENDIX A: Senior Teaching Assistant (2020-2021)

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, organizing three orientation meetings designed primarily for first-time TAs, circulating suggestions on grading practices, and help organizing professional development/pedagogy workshops in sociology.

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 help organizing professional development/pedagogy 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 to 25% in order to carry out effective peer observation. The Senior TA will work with Professor Michel Estefan and Professor Kwai Ng in carrying out the peer observation program.
3. The Senior TA is expected to offer a three-part TA training orientation in the Fall quarter for first-time TAs in the department. The first meeting is general orientation. The second meeting is on pedagogy, addressing topics such as designing an effective lesson plan. The third meeting is on grading. Specific topics of the three meetings can be further adjusted according to the needs of new TAs. This is on top of the online course for IAs required by the Grad Division.
4. The Senior TA is encouraged to survey graduate students or work with the Director of Graduate Studies and the Graduate Community Committee to 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 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.

APPENDIX B: Writing Consultant (2020-2021)

Job Description

Position Summary

The Writing Consultant (Consultant) works jointly with the Sociology Department and the Writing Hub (Teaching + Learning Commons). The position is a 50% [Associate \(in lieu of TA\)](#) appointment for the entire academic year. The Consultant's time is spent in both 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, they receive thorough and ongoing support in learning how to give facilitative feedback on advanced academic writing. The Consultant meets 1-on-1 with other graduate students and provides supportive, peer-to-peer feedback on works in progress.

Following an underlying mission to work with writers rather than a piece of prose, the Consultant serves as a resource to help graduate students develop into confident writers. All consultations begin by working with the student to identify their concerns, 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 and does not proofread or edit the work. The Consultant does not read drafts ahead of time, leave written comments on student work, or meet with students outside of scheduled appointment hours.

Responsibilities:

The Writing Consultant has three core responsibilities:

1. **Sociology Appointments:** The Consultant maintains writing consultation appointment hours in the Sociology Department each week. These hours are regular and remain the same every week. These appointment times are reserved for Sociology graduate students only.
2. **Writing Hub Appointments:** The Consultant maintains writing consultation appointment hours in the Writing Hub each week. These hours are also regular 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 per quarter. The consultant is free to replicate previous Consultants' workshops, or create new workshops as desired/appropriate. Ample prep time and support with these workshops is built into the position.

Other responsibilities include:

1. Attend a weekly 1 hour meeting with the Associate Director of the Writing Hub and the team of graduate writing consultants. These meetings are a source of ongoing support and training.
2. Attend a Fall Quarter Grad Consultant Orientation with the Associate Director of the Writing Hub and the team of graduate writing consultants.
3. Occasionally meet with the Chair, DGS, and the Writing Hub Director and Associate Director, as requested.
4. Occasionally meet with faculty who teach Sociology first-year seminars to understand the writing assignments and determine writing consultation requirements, 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 Writing Room, or working on empirical research projects). There is room in this position for the Consultant to discover and develop their areas of interest into novel forms of writing support for graduate students on campus.

Compensation

The position is a 25% TA (Sociology) + 25% Assoc in lieu (Teaching + Learning Commons) appointment for the entire academic year.

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. 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 interest and qualifications.