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# Example of Teaching Assistant Job Description

Our growing company is looking for a teaching assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for teaching assistant

* Lead small study groups
* Assist in Lab
* Proctor open lab times
* Assist the professional faculty member with teaching duties in the classroom, laboratory and the computer laboratory as directed
* Under the direct supervision of faculty member, a Teaching Lab Assistant may be listed as the instructor of record
* Monitor instructional area for safety conditions
* Assist in recruiting and registration of students and scheduling of classes
* Give tours to prospective students, parents, or counselors
* Tutor students over materials already covered by the instructor, including conducting reviews for tests
* Assist students as they conduct laboratory work

## Qualifications for teaching assistant

* New York State Level I, Level II, Level III, Pre-Professional, or Continuing teaching assistant certificate is required
* Nine month appointment, expected effort will be 80% teaching, 10% scholarship, and 10% service
* Develop and deliver nationally recognized teaching and research programs
* Create an environment that fosters diversity and collegiality
* Attract grant funds to support teaching and research programs
* Applicant must be currently authorized to work in the United States at the time of employment