



# Example of Teaching Assistant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of 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

- Participate in admissions interviews for the data science bootcamp as needed
- Assist the professional faculty member with teaching duties in the classroom, laboratory, computer laboratory, or shop as directed
- Under direct supervision of faculty member a Teaching Lab Assistant may be listed as the instructor of record
- Aid the professional staff in the construction of training aids
- Maintain an inventory of supplies and equipment and assure security of each
- Establish course organization and pacing
- Develop a wide variety of written content including explanatory text, questions, exercises, and scripts for video recordings
- Design distinctive interactive learning experiences – work across the organization to define product functionality, represent the voice of the student in an iterative development process, and provide feedback via user acceptance testing process
- Enter course content in the HBX platform
- Facilitate review process as part of product launch

## Qualifications for teaching assistant

- Bachelor's degree in Biology required
- Some experience in curriculum or lab assistance preferred
- Experience in a laboratory classroom

- Ability to work in a flexible lab environment that will consist of moving light and heavy equipment to accommodate any given class