

Graduate Assistantship Job Description

You will be assigned to faculty member(s), teaching general education survey courses in:

HIST 101, 102, 110, 201, 202 and/or 300-level general education courses.

Duties Include (but not limited to):

- 1) attend classes taught by assigned faculty member(s)
- 2) hold regular office hours
- 3) work with students who request or need additional assistance
- 4) grade quizzes, exams, and papers
- 5) organize and hold review/study sessions
- 6) proctor exams, including giving make-up exams for faculty members(s)
- 7) assist with the smooth functioning of the assigned faculty member(s) course