**Graduate Teaching Assistant (G-TA)**

[**https://www.msudenverjobs.com/postings/14575**](https://www.msudenverjobs.com/postings/14575)

The Graduate Teaching Assistant (G-TA) Program facilitates opportunities for graduate students to participate in teaching and activities that support students and the faculty instructor. This is a part-time position. Teaching Assistants (G-TAs) selected to participate in the G-TA Program will earn $1800 for a full semester's work (i.e., approximately 100 hours in total) for supporting one or more classes/courses. The employee will submit twice monthly timesheets with their hours (@ $18/hr) throughout the semester (approximately 5-8 hours a week).

The G-TA must be able to function in a fast-paced, demanding educational environment. The ideal candidate is someone who pays attention to detail, is thorough, organized, a quick-learner, works independently with little supervision, can make sound decisions, and is committed to supporting the mission and values of the Department of Social Work.

Students must apply to the position in order to be added to the G-TA Pool. When openings become available, qualified students will be matched with faculty needing support and fit with experience, schedule, knowledge and the project.

**TA Responsibilities may include the following:**

* Work under the direction of one or more faculty members.
* Understand the course(s) objectives and content.
* Identify and analyze materials and literature relevant to course(s).
* Assist in the gathering of resources related to the course(s).
* Prepare materials for courses.
* Assist in the evaluation of student work.
* Assist in the preparation of lectures, test materials, and test preparation materials.
* Lead course discussion.
* Provide individual and group support to students.
* Provide support to the course in CANVAS.
* Hold office hours.

**Required Qualifications**

* Current MSU Denver graduate student in good standing in their department; or,
* Current MSU Denver Master of Social Work (MSW) student in good standing in the program and department; or,
* A graduate of MSU Denver’s MSW Program may be considered for a position on a case by case basis. Must have remained in good standing throughout their tenure in the program.

**Preferred Qualifications**

* Working knowledge of CANVAS, Teams, and Zoom.
* Strong written and verbal communication skills.

Note: The student may not G-TA for a course they are currently taking or will take in the future.

**Faculty Responsibilities**

The faculty member serves as a mentor and supervisor for their G-TA.

Faculty are to orient the student to the course, program and department. Faculty should review university and program policies with the G-TA, including policies around classroom expectations, ADA, and EO.

It is expected that the faculty member meet with the student prior to the start of their work to discuss and outline the work and time expectations for the student. (A list of potential tasks is provided in the G-TA Responsibilities above. Faculty may choose from and/or add to these tasks, as deemed appropriate by the faculty member.)

Faculty should share these expectations in writing (to include the work to be done, deadlines, issues of professionalism and confidentiality, communication methods, and any required office hours and meetings). Faculty should include a statement that advises the G-TA on expectations regarding the communication of problems and concerns. The faculty should also include a statement that the terms for the G-TA will be revisited periodically during the semester and updated as needed. The faculty and student should discuss the expectations and agree in writing (email is appropriate for this) and email a copy to the Operations and Finance Specialist (mholroy2@msudenver.edu ).

Faculty are to train and provide resources to the student for the work they are required to do.

Faculty are to meet at least bi-weekly with the G-TA during the semester to monitor and evaluate the G-TA’s understanding and progress on project completion and adjust terms as needed.

Faculty should introduce the G-TA to the class and clearly delineate the G-TA’s role and that the faculty member is responsible for the final grade and the final grading of papers and major assignments.

G-TAs should work approximately 100 hours for the semester. (Note: G-TAs are paid $1800 for a semester’s work. At a rate of $18 an hour, this breaks down to approximately 6 hours a week.) So, please keep this in mind when arranging hours and projects with the G-TAs. The G-TA can start their hours prior to the semester start, if it’s helpful for the faculty member. They will need to have completed orientation prior to billing any hours. The hours completed before the semester should be counted toward their contract.

Faculty should inform the Operations and Finance Specialist immediately if the G-TA is not fulfilling their obligations or if they have any questions or concerns.

**Process**

Graduate students interested in applying to the G-TA Program complete the G-TA Application.

Graduate faculty interested in utilizing a G-TA should notify the Operations and Finance Specialist of their request, including the course and semester needing a G-TA.

If the faculty member has recruited a particular student to G-TA for their course, they are to inform the Operations and Finance Specialist of that and let the student know they need to apply.

The Operations and Finance Specialist creates a document highlighting the information received (e.g., indicating names, courses, and if recruited by the faculty, etc.).

All requests are reviewed by the Operations and Finance team and the program director who will finalize approval.

The Operations and Finance Specialist is the G-TA’s HR supervisor. Upon hire, the Specialist will reach out to the G-TA with information about the position and the onboarding process. G-TAs may contact the Specialist if they are having questions or concerns about pay or the workload. Periodically, the Operations and Finance team will send out a survey to assess how well the program is going. If the employee or the mentor are experiencing any difficulty, they are encouraged to make contact with the team as soon as possible to discuss options.