

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISÉD 5/24
SUBJECT <i>Student Teaching Aide I</i>	RANK x361	GROUP I

DEFINITION:

Under the close supervision of a staff or faculty employee, the student usually performs all or part of the following duties:

- (a) Supports in grading papers, homework, and/or laboratory reports.
- (b) Proctors examinations.
- (c) Assists in the preparation and/or distribution of teaching materials.
- (d) Supports the instructor in maintaining records like attendance or test scores.

Typically, after the first year:

- (a) Participates in the reading and grading of term papers, quizzes, final examinations, homework, and/or laboratory reports.
- (b) Takes on instructional roles in the classroom or provides tutoring in specific subjects.

BASIC QUALIFICATIONS:

Progression to at least the second year in the academic field relating to the work to be performed or at least one (1) year of work experience or training in the discipline relating to the work to be performed.

QUALIFICATIONS FOR STARTING AT STEP B:

Progression to at least the second year in the academic field relating to the work to be trained and at least one (1) year of work experience or training in the discipline relating to the work to be performed.

LEARNING OUTCOMES*:

- Professionally advocate for oneself and others.
- Display curiosity; seek out opportunities to learn.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.

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- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of others.
- Multi-task well in a fast-paced environment.
- Actively contribute and advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Inspire, persuade, and motivate others under a shared vision.
- Use innovative thinking to go beyond traditional methods.
- Serve as a role model to others by encouraging them and by building mutual trust.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Demonstrate dependability.
- Be present and prepared.
- Have attention to detail, resulting in few, if any, errors in their work.
- Collaborate with others to achieve common goals.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).