

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT <i>Student Teaching Assistant-IV</i>	RANK x582	GROUP IV

DEFINITION:

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

- (a) Offers individual or small group tutoring.
- (b) Monitors and/or provide feedback on the academic progress of assigned students.
- (c) Aids in the development of general study skills as well as those pertinent to the specific area of study.
- (d) Provides academic strategies to address the special learning needs of select students.
- (e) Grades homework assignments and examinations.
- (f) Administers examinations.

BASIC QUALIFICATIONS:

Graduate-level standing with at least one (1) year of work experience or training in the discipline relating to the work that will be performed or progression to at least the second year in a Master, Professional, or Ph.D. program in the academic field relating to the work that will be to be performed.

QUALIFICATIONS FOR STARTING AT STEP B:

Additional year of related 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.
- Make decisions and solve problems using sound, inclusive reasoning and judgment.

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- 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 \(NACE\)](#).