

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISIED 5/21
SUBJECT <b>Student Teaching Aide I</b>	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) Assists in grading papers, homework, and/or laboratory reports.
- (b) Proctors examinations.
- (c) Assists in the preparation and/or distribution of instructional materials.
- (d) Aides the instructor in keeping records such as attendance figures or test results.

Generally after the first year:

- (a) Assists in the reading and grading of term papers, quizzes, final examinations, homework, and/or laboratory reports.
- (b) Serves as an instructor in a classroom situation and/or tutors in a specific area of study.

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.