

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISIED 5/21
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) Provide individual or small group tutoring.
- (b) Monitor and/or provide feedback on the academic progress of assigned students.
- (c) Assist in the development of general study skills as well as those related to the specific area of study.
- (d) Offer academic strategies for meeting 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 Masters, 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.