

Graduate Teaching Assistant Position Description

General Purpose

Graduate Teaching Assistants (GTA) are assigned by the Division to assist individual faculty. Division faculty occasionally request GTAs to present or tutor students, most require grade maintenance, attendance records, grading exams, processing exam answer sheets, proctoring exams, administering makeup exams and providing audio/visual support.

Position Requirements

Applicants must be accepted into the Masters Program, in the Division of Sociology and Anthropology at West Virginia University. GTAs must devote twenty hours a week to the position from August 16 through May 15. GTAs are also, required to attend University, College, as well as, Division workshops and orientation.

Required Qualifications

As a teaching assistant you must have the ability to:

- use Microsoft Office proficiently
- use email account on daily basis
- convey interest and a helping attitude
- communicate effectively with faculty, staff and students
- take the initiative in seeking information to assist colleagues
- work under pressure
- keep accurate records
- maintain confidentiality of student information and records
- maintain high level of professionalism

Supervision

GTAs work for assigned faculty; however, they report to the Chair of the Graduate Committee. If a GTA experiences difficulties with an assignment, discuss the situation with the assigned faculty member before consulting the Graduate Coordinator.

Financial Support

The assistantship provides a yearly stipend payable in 18 bimonthly increments, a scholarship covering tuition and basic medical coverage. The total value of the annual salary and scholarship is estimated at \$14,662 for resident graduate and \$24,530 for non-resident graduate.

Application

To apply submit the attached application by March 1 to Chair, Graduate Admissions Committee, Division of Sociology & Anthropology, West Virginia University, 307 Knapp Hall, P.O. Box 6326, Morgantown, WV 26506-6326

Masters of Sociology Teaching Assistant Application



Applicant Information

Applicant Name	
Street Address	
City ST ZIP Code	
Home Phone/Cell Phone	
E-Mail Address	

Briefly provide a statement of professional objectives.

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List a summary of work experience and employers.

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List and summarize volunteer and student organization experiences.

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Signature

I affirm that the above facts are true and complete.

Signature	
Date	

Return completed form to:

Chair, Graduate Admissions Committee, Division of Sociology & Anthropology, West Virginia University, 307 Knapp Hall, P.O. Box 6326, Morgantown, WV 26506-6326