



GRADUATE TEACHING ASSISTANT (GTA)* JOB DESCRIPTION FORM

College/Department: _____/_____

Department #: _____

Classification**: ☐ GTA Masters ☐ GTA Ph.D.

Department Contact: _____

Supervisor: _____

Contact Phone #: _____

Supervisor Phone #: _____

Contact Email: _____

Supervisor Email: _____

* Exempt employee/paid a predetermined amount through the bi-weekly payroll.

** Refer to the “Graduate Assistant Employment Policies and Job Classification Information” or the “Graduate Assistant Job Responsibilities and Pay Rates” for information about the selecting the correct classification.

Position Summary:

In addition to conducting classroom instruction 4 hours per week, a GTA assists the faculty member with a variety of instruction and classroom-related tasks

General Duties (check all that apply):

- ☐ Conduct 4 hours per week of classroom instruction (under the direction of an RIT faculty member)
- ☐ Set up and lead a laboratory
- ☐ Lead a discussion section
- ☐ Post materials in “MyCourses” and respond to students’ questions posed verbally and electronically
- ☐ Assist in grading student work
- ☐ Tutor students
- ☐ Hold regular office hours
- ☐ Assist with the administration of a course

Other Duties (please describe):

Qualifications/Special Skills Required:

A GTA must be a full-time student, matriculated in a Masters or PhD degree program.

Other (please describe):

All hiring paperwork must be accompanied by a completed Job Description Form.
Attach the completed form to the “Graduate Assistant Hire Form” and send to the SEO.