If you are interested in being a Teaching Assistant (TA) for fall 2025, the deadline to apply is Sunday, June 8.

TA Job Description for UG/MS: Assists with course teaching on a wide variety of tasks. Takes care of administrative duties (such as grading as assigned) and holds office hours. Does not create course assessment or content, but may provide feedback or contribute ideas to assignments, rubrics, and other course materials where appropriate. Assists in class/lab/practicum as required by course instructors. May lead recitation/practicum/lab sessions under direct supervision of an instructor.

TA Job Description for PhD: PhD TAs spend 20 hours per week on tasks such as grading and student consultation, and other tasks as assigned by the course instructor. In order to fulfill the TA milestone, PhD students must also teach at least three hours of classes; and prepare at least one assignment, or quiz, or equivalent.

Please Go Here to Apply:
https://admin.khoury.northeastern.edu/students/ta/application/semester=Fall+2025

Login Information:

The Khoury Admin Portal has switched over to Northeastern's Single-Sign On and as such, Khoury Accounts are no longer needed to log-in. Simply click the "Login with My.Northeastern" button. If we cannot determine your affiliation with Khoury, you can submit a request for a TA sponsored account via the Khoury Admin Portal.

Khoury major and minors, and former Khoury Teaching Assistants, will automatically be able to log in.

The deadline to submit your application is Sunday, June 8 at 11:59 pm EST / 8:59 pm PST for initial hiring. Campuses may continue to accept new applications on a rolling basis after this date for positions that remain unfilled.

Note that you are not eligible to TA if any of the following apply to you.

- **You are a full-time employee**
- **You have graduated or will be graduating at the end of summer 2025**
- **You are an incoming undergraduate or graduate student**
- **You are participating in an internship or co-op**
- **You will be residing outside of the country of your home campus**
  - **Per OGS, you cannot work outside the country; including vacation, holiday, or emergencies - this is not allowed and will put your student visa at risk**
- **You are on probation or a leave of absence**
- **You have an academic integrity violation**
- **You have a GPA below 2.0 for undergraduate students and 3.0 for graduate students**
- **You are a graduate student who is taking more than nine credit hours**
- **You are not available for the ENTIRE fall semester**
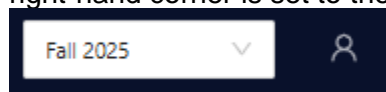
- September 3 – December 16

Falsifying information will lead to termination.

When submitting your applications (you get a maximum of three), remember to update your basic information including availability and whether you are looking for co-ops (UG and MS) or internships (PhD). When applying, you may wish to edit your choices (1 being top choice, 3 being last choice) to apply to a specific section or general campus. We will not be able to edit for you. **As we allocate TAs to courses and you have not received an offer, you will be allowed to submit more applications.** If you have not received any grades thus far, list 0.0 for your GPA. If you are currently taking a course, please list IP (in progress) for the grade.

Co-op TA Policy (does not apply to Khoury PhD students):
Students who leave their TA position for a co-op/internship **on or before September 16 and indicated that they were looking for co-ops** on their TA application will remain eligible to TA in the subsequent term. Students who leave their TA position for a co-op/internship **on or before September 16 and did NOT indicate that they were looking for co-ops**, will not be able to TA in the subsequent term. Students who leave their TA position **after September 16** for a co-op will NOT be able to TA in the subsequent term, even if they indicated that they were looking for a co-op.

When submitting your application via Khoury Admin, please check that the tab in the upper right-hand corner is set to the correct semester "Fall 2025" as shown in the example picture.

You can find a list of Khoury courses offered in the fall via NU Banner. You will also be able to see these courses in Khoury Admin after you submit your basic information. If you are applying to a specific campus (e.g. Boston), you are expected to TA on ground.

Do NOT contact faculty or stop by their offices, they can view your submitted application materials in Khoury Admin.

Please note that US-based students can only TA for courses taught by instructors based in the US. Vancouver students can only TA for courses that are taught by instructors who are based in Canada. Kindly use the directory to verify if online instructors are based in the US or Canada: https://www.khoury.northeastern.edu/about/people/

After you have submitted your application(s), faculty member(s) teaching the courses will be asked to review applications. The response time will depend on the courses for which you applied. Please note that not all faculty review every application. **You will be emailed if you have been offered a position, do not contact faculty or staff.** Also, you will be expected to be available for the entire appointment. If you plan to arrive on campus after the fall semester has started, please do not apply.

Khoury faculty will be reviewing hours based upon need across many TA positions, TAs will need approval from faculty via Khoury Admin **before** exceeding certain pre-approved billing

limits for fall 2025. More information will be provided in the coming weeks as the fall offer process begins.

US Pay Rates (does not apply to Khoury PhD students):
Teaching assistants and tutors (TAs) are paid based on experience rather than year of study. **Please note that the number of hours you are assigned a week is not guaranteed as this will be based on class needs and the time of year, depending on exams and workload**. You are not subject to a pay raise if you were a teaching assistant for another college.

Rate information for all first-time Khoury TAs (does not apply to Khoury PhD students):
If you are a first time TA in Khoury, you will have a starting wage of $18/hour for undergraduate students and $20/hour for master students. Each additional Khoury teaching experience in your current program after the fall semester will result in a 0.75 cent raise the next semester (i.e., the first semester one will earn $18/hour, the next semester will be $18.75/hour, and so forth).

Rate information for returning Khoury TAs (does not apply to Khoury PhD students):
If you were a TA in the summer for Khoury, you will get a 0.75 cent raise for fall. For example, if you were a TA this summer for Khoury making $20/hour, your rate for the fall will be $20.75/hour.

Canadian Pay Rates (does not apply to Khoury PhD students):
Teaching assistants and tutors (TAs) are paid based on experience rather than year of study. **Please note that the number of hours you are assigned a week is not guaranteed as this will be based on class needs and the time of year, depending on exams and workload**. You are not subject to a pay raise if you were a teaching assistant for another college.

Rate information for all first-time Khoury TAs (does not apply to Khoury PhD students):
If you are a first time TA in Khoury, you will have a starting wage of $24/hour CAD for master students. Each additional Khoury teaching experience in your current program after the fall semester will result in a 0.50 cent raise the next semester (i.e., the first semester one will earn $24/hour CAD, the next semester will be $24.50/hour CAD, and so forth).

Rate information for returning Khoury TAs (does not apply to Khoury PhD students):
If you were a TA in the summer for Khoury, you will get a 0.50 cent raise for fall. For example, if you were a TA this summer for Khoury making $24/hour CAD, your rate for the fall will be $24.50/hour CAD.

Khoury PhD Student Pay:
Khoury PhD students appointed as Teaching Assistants as part of their Stipend Graduate Assistantship award are expected to spend 20 hours per week in their TA responsibilities. **Khoury PhD students do not need to track nor submit hours and are paid on the first and fifteenth of the month (eight paychecks per semester, or four paychecks per half semester).** Khoury PhD students should refer to their SGA Renewal Letter (sent at the start of each semester) for additional information.

If you have any questions, please contact the TA Managers at their respective campuses:
Arlington, Miami, and Portland: Darcy Andrade d.andrade@northeastern.edu
Boston, Online, and Oakland Undergraduate: Megan Clough Groshek m.cloughgroshek@northeastern.edu

Oakland Graduate and Silicon Valley: Sweeny Youkhane s.youkhane@northeastern.edu
Seattle: Austin Escalera a.escalera@northeastern.edu
Vancouver: Mahya Payamshad m.payamshad@northeastern.edu
houry PhD: Laura Adrien l.adrien@northeastern.edu