If you are interested in being a Teaching Assistant (TA) for fall 2024, the deadline to apply is Monday, June 10.

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. Default to work 15 hours/week.

TA Job Description for PhD: PhD TAs spend approximately 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+2024

New login changes for Fall 2024:

The Khoury Admin Portal is switching over to Northeastern's Single-Sign On and as such, Khoury Accounts will no longer be needed to log-in. Simply click the login with "Login with My.Northeastern" button to be redirected to Microsoft to login with your Northeastern account. 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.

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

The deadline to submit your application is Monday, June 10 at 11:59 pm EST / 8:59 pm PST. **Note that you are not eligible to TA if you have graduated, will be outside of the country of your home campus, are an incoming undergraduate student, are not available for the**

entire fall session (<mark>September 4 – December 16</mark>) for the course, will be participating in an internship or co-op (does not matter if it is part-time, full-time, or unpaid) or have a GPA below 2.0 for undergraduate students and 3.0 for graduate students. You are not qualified to be a TA if you are on probation or plan to go on a leave of absence. Falsifying information will lead to termination.

<mark>**When submitting your applications (you get a maximum of three applications)**</mark>, remember to update your basic information including availability. **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.** <mark>**As we allocate TAs to courses and you have not received an offer, you will be allowed to submit more applications.**</mark> **If you haven't received any grades thus far, list 0.0 for your GPA.**

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 2024" as shown in the example picture.

You can find a list of Khoury courses offered in fall via NU Banner. You will also be able to see these courses in Khoury Admin after you submit your basic information.

<mark>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/</mark>

<mark>If you are an incoming MS student, your Khoury account request may not be approved until two weeks before the fall session starts. Exceptions will NOT be made, all incoming students will need to wait until they are officially added as a fall student. Additionally, you must get approval from your academic advisor to TA in your first semester if offered a position.</mark>

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. <mark>Please note that not all faculty review every application</mark>. **You will be notified via email if you have been offered a position. 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.**

US Pay Rates (does not apply to PhD students):
Teaching assistants and tutors (TAs) are paid based on experience rather than year of study. **Please note that 15 hours/week is not guaranteed as this will be based on class needs and the time of year, depending on exams and workload**.

Rate information for all first-time TAs (does not apply to PhD students):

If you are a first time TA, you will have a starting wage of $18/hour for undergraduate students and $20/hour for master students with a maximum allowed work hours of 15 hours/week. Each additional 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 TAs (does not apply to PhD students):

Scenario #1: If you were a TA in spring OR summer 2024 (not spring AND summer) when the new policy took effect, you will get a 0.75 cent raise for fall. For example, if you were a TA this spring OR summer 2024 making $20/hour, your rate for the fall will be $20.75/hour.

Scenario #2: If you were not a TA in spring or summer 2024 when the new policy took effect, but you were a TA in fall 2023, you will have the starting wage of $18/hour for undergraduate students and $20/hour for master students. For example, if you were an undergraduate and made $16.75/hour in fall 2023, your rate for fall 2024 would be brought to the starting wage of $18/hour. If you decide to TA again in spring 2025, you will then receive the 0.75 cent increase for that semester.

Canadian Pay Rates (does not apply to PhD students):
Teaching assistants and tutors (TAs) are paid based on experience rather than year of study. **Please note that 15 hours/week is not guaranteed as this will be based on class needs and the time of year, depending on exams and workload**.

Rate information for all first-time TAs (does not apply to PhD students):

If you are a first time TA, you will have a starting wage of $24/hour CAD for master students with a maximum allowed work hours of 15 hours/week. Each additional 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 TAs (does not apply to PhD students):

Scenario #1: If you were a TA in spring OR summer 2024 (not spring AND summer) when the new policy took effect, you will get a 0.50 cent raise for fall. For example, if you were a TA this spring OR summer 2024 making $24/hour CAD, your rate for the fall will be $24.50/hour CAD.

Scenario #2: If you were not a TA in spring or summer 2024 when the new policy took effect, but you were a TA in fall 2023, you will have the starting wage of $24/hour CAD for master students. If you decide to TA again in spring 2025, you will then receive the 0.50 cent increase for that semester.

<u>PhD Student Pay</u>:
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. PhD students do not need to track nor submit hours through the Khoury Admin system, and are paid on the first and fifteenth of the month (a total of eight paychecks per semester, or four paychecks per half semester). 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: Brinn Strenger b.strenger@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
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