

Graduate Assistant and Graduate Instructor Job Descriptions in Sociology

Graduate Assistants provide general teaching support and/or other professional research or service support for courses and faculty research programs in the department. The graduate advisor makes all graduate assistant assignments based on departmental teaching and research needs. Graduate assistants are paid stipends for work that officially begins on the first day of each semester and end on the last day of the semester, Commencement Day. Graduate assistants are assigned to faculty who determine the specific details of the responsibilities. The maximum workload may not exceed 20 hours per week. GA duties may include, but are not limited to, the following:

- Providing support for instruction: This may include but is not limited to, grading homework and exams, maintaining written records of student grades, proctoring for exams, providing support for lectures and class exercises, attending classes and instructional training, and providing guest lectures; and
- Providing support for research: This may include but is not limited to conducting library research, gathering and analyzing data, reviewing and contributing to writing, or attending specialized trainings, under the supervision of the assigned faculty member.
- Providing support for academic and professional service activities: This may include but is not limited to assisting with planning meetings or professional events, preparing reports, assisting with library services, or other academic/professional assignments.

Graduate Instructors are “instructors of record” for a section of one of the department’s undergraduate courses. As instructors of record, they assume full responsibility for their courses. Typically, graduate students may not be appointed as graduate instructors until after they have completed Professional Development in Sociology II (Prosem II), offered in the second semester of the third year of our graduate program. Prosem II is specifically designed to prepare graduate students in sociology for teaching undergraduate courses, among other professional development activities. As instructors of record, graduate instructors are responsible for all aspects of their courses including, but not limited to (1) selecting course materials; (2) developing the course syllabus; (3) teaching each session; (4) developing and following a grading rubric; (5) assigning midterm and final grades; (6) insuring that the classroom environment is safe and conducive to learning; (7) providing supports for their students during and outside office hours; (8) providing appropriate accommodations to students with appropriate documentation from the office of disability services; and (9) insuring that all students behave in ways consistent with the code of student conduct (including reporting any student who engages in academic dishonesty to the Dean of Students).