

RIT Student Employment
GTA Job Description Form
Graduate Teaching Assistant (GTA)
Not for traineeship positions

College/Department: _____/_____

Department #: _____ Classification: GTA Masters GTA PhD

Department Contact: _____ Faculty Supervisor: _____

Contact Phone #: _____ Supervisor Phone #: _____

Contact Email: _____ Supervisor Email: _____

Notes:

1. A GTA must be a full-time student, matriculated in a Masters or Ph.D. degree program.
2. A GTA is an exempt employee/paid a predetermined wage through bi-weekly payroll.
3. Refer to the *Graduate Assistant Employment Policies and Job Classification* and/or the *Graduate Assistant Job Duties* and/or the *Graduate Assistant Job Classification & Pay Rates* documents for information about the selecting the correct employment classification available here: <https://www.rit.edu/emcs/seo/graduate-assistantships>
3. Trainees are not considered employees; therefore, designation as a trainee is done through the RIT Graduate Traineeship Policy & Qualifications process.

Position Summary:

GTA's support and assist faculty with teaching and learning activities and tasks. A GTA performs all duties under supervision/ direction the responsible faculty member. Colleges, departments and supervising faculty determine whether supervision is in person based upon GTA and course needs.

General Duties: *check all that apply* (All compensated activities cannot exceed 20 hours per academic week).

- Conduct classroom instruction under the direction/supervision of RIT faculty.
- Set up and lead laboratory section(s).
- Lead a discussion/recitation section in support of a course.
- Hold a tutoring session in support of a course taught by a faculty member.
- Post materials in MyCourses and respond to student questions in person and virtually.
- Hold regular office hours.
- Grade student work, which can include posting grades in myCourses. (Faculty enter final grades in SIS). Students that ONLY grade are a graduate grading assistant (GGA).

Other Duties (please describe) – specific activities not described above related to teaching & learning:

Any Required Qualifications/Special Skills:

A complete GTA Job Description Form must accompany all hiring paperwork.

Attach the form to the *Graduate Assistant Hire Form* and send to the SEO.