

Department of NanoEngineering: TA/Reader/Tutor Information

Please see the [UCSD Academic Employment Opportunities](http://ogsrweb2.ucsd.edu/ase/index.htm) web site:

<http://ogsrweb2.ucsd.edu/ase/index.htm> for additional information concerning academic student employment.

- If you have financial aid, accepting a TA, Reader or Tutor job will affect your award. Contact the Financial Aid Office for more information.
- Graduate students hired as Readers MUST work a MINIMUM of 110 hours to be eligible for the fee reduction. Working less than 110 hours/quarter means the student is responsible for the full amount of fees/tuition. This applies to Graduate Readers Only.

Student Employment Job Description

Students acting as instructional assistants, such as TAs, tutors, and readers, etc., have a special relationship to the instructor and the students in the course. These assistants apprentice the instructors who have access to and responsibility for sensitive course materials such as exam questions and answers. They are also asked to help evaluate class assignments and grade term papers and exams. Thus, it is essential that these assistants conduct themselves in a manner that ensures they will not compromise their role and that they be especially careful not to make any unauthorized material related to tests, exams, homework, etc., available to any student. These assistants are responsible for reporting to the instructor any suspected or observed academic misconduct in class, exams, or assignments.

Reader

A Reader assists a course instructor by grading homework, papers, or exams and may also hold office hours to answer students' questions about such assignments. Please see the class instructor for further details.

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Tutor (only undergraduates eligible)

A tutor provides tutoring to individual (one-on-one) or small groups (three or more) of undergraduate or graduate students who require additional help to understand a course or topical material. Please see the class instructor for further details. Students acting as instructional assistants, such as TAs, tutors, and readers, etc., have a special relationship to the instructor and the students in the course. These assistants apprentice the instructors who have access to and responsibility for sensitive course materials

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Teaching Assistant (only graduate students eligible)

A teaching assistant (TA) assists in the instruction of an upper or lower division course at the University under the supervision of a faculty member. The TA primarily assists the faculty member in charge of the course by conducting discussion or laboratory sections that supplement faculty lectures and by grading assignments and examinations. A TA may also assist with the development of assignments or exams, hold office hours and proctor examinations. In the case of basic language, reading and composition, some other skills-building courses, and a few other courses, a teaching assistant may lead the class meetings, but as with all other TAs, the general instructional content of the course, as well as the official assignment of student grades and decisions on grade appeals, are the responsibility of the faculty member in charge of the course. In no instance shall a teaching assistant be assigned responsibility for the entire instruction of a course. Please see the class instructor for further details.

Senior TA Job Responsibilities

The duties of the Senior TA are:

- to coordinate training sessions
- to participate in the evaluation of TA's by the CTD
- to make contact with both faculty and TA's during the quarter to review the performance of TA's
- to be available to the TA's to assist in the solution of problems that may arise
- to act as liaison between the TA's and the faculty and the TA's and the Student Affairs Office in reporting problems or situations that require their attention
- Observe TA's during an office hour or during a problem session in the following areas:
 1. **Presentation** (including board work and presentation).
 2. **Teaching problem solving** (including posing the problem, clarity in presenting the solution and interpretation of the solution).
 3. **Interaction with the students** (including creation of an environment that facilitates learning and responsiveness to questions).
 4. **Preparation** (including apparent command of the topic covered).

Each TA should be observed at least once during the academic year. Those receiving poor scores should be counseled, re-trained, and evaluated again the following quarter

NANO Graduate Education - TA Payroll Info

HIRING PROCESS

Once you have responded to your award letter offering you the position, you must check in with Jamie Sung regarding your employment paperwork. Please send her an email at: jasung@ucsd.edu to make an appointment. You will need to bring the following items with you:

1. Two forms of identification (Passport and I-20 for foreign students; social security card, drivers license, passport or school ID are acceptable)
2. Bank deposit slip or voided check if you want to be set up on direct deposit of your paycheck.

Teaching Assistants are paid once a month at the beginning of each month. Readers and Tutors are typically paid twice a month with a completed time sheet for each pay period.

For fall quarter, you will receive your first check on November 1 (for October);
For winter quarter you will receive your first check on February 1 (for January);
For spring quarter you will receive your first check on May 1 (for April).

TUITION AND FEE REMISSION

As a TA working 25% time or more, you will receive a fee remission. This will reduce your payment of fees as long as you are a TA. For payment schedule, please go to:

http://ogsrweb2.ucsd.edu/financialinfo/gradstudent/tuition_fees/index.htm

For More Information on Academic Student Employment, please go to:

<http://ogsrweb2.ucsd.edu/ase/index.htm>

Reduced Tuition and Fees while employed on a TA title, please go to:

http://ogs.ucsd.edu/FinancialSupport/Pages/Tuition_Fees.aspx

TA Pay Rates

Effective Fall 2007

TITLE	RATE
Teaching Assistant	3697.11 (100% time)
Reader (Graduate Student)	12.72/hour
Reader (Undergraduate Student)	12.08/hour
Tutor (Undergraduate Student)	14.48/hour