

MIS Teaching Assistant (TA) Employment Description

Summer and Fall 2017

This job description defines in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Duties/Responsibilities

1. Assisting students in understanding their course software/technology.
2. Grading course assignments, projects, lab assignments.
3. Demonstrate use of laboratory equipment and software.
4. Enforce laboratory rules.
5. Assist with MIS reception (whenever applicable).
6. Meet any other expectations (within reason) of the instructor/department.

Skills/Knowledge

1. Familiarity with TA area of assigned course(s)/instructor(s) responsibility (i.e., software, equipment, technology, course, etc.). Refer to the semester course schedule when available to review MIS course listings.
2. Strong verbal and written communication skills in English.

Qualifications

1. Currently enrolled in the MS/MIS degree program.
2. Successful completion of a minimum of 15 credit hours in the MS/MIS degree as a full-time student.
3. In good academic standing:
 - a. With a cumulative GPA of 3.25 at the time of submitting the application and at the beginning of the work term; and,
 - b. No grade lower than a "C" in any course taken towards MS/MIS.
4. No honesty code violation(s) on file or in progress.
5. MS/MIS students with scholarships and/or residential status that provide in-state tuition waiver will be considered for MS/MIS TA positions.
6. If you have an internship or job, you will not be eligible to be a TA for MIS.
7. Before you are allowed to work you must have :
 - a. A Social Security Number;
 - b. An F-1 visa; and,
 - c. An active I-20.

Maximum TA Employment Duration

MIS TA selections are made at the beginning of each term based on the needs of the department, considering the applicants' qualifications. Normally a MIS TA will not be eligible to work for more than two terms.

Position Start/End Dates:

1. **DO NOT apply for a MIS TA position or accept a position if you cannot be available during the scheduled times/dates noted below.**
2. **There will be time scheduled two weeks before the semester start date for TAs to attend meetings, finalize access requests, meet with faculty, complete employment paperwork, request SSN, etc. Attendance at meetings and completing all HR paperwork/documentation in person before the semester is mandatory. No exceptions.**
3. **Employment will end the date semester grades are due.**

Rate of Pay and Payment Schedule:

1. \$1,200 for the summer semester paid in monthly installments; \$2,700 for the fall and spring semesters paid in monthly installments.
2. TA employment makes the student eligible for in-state tuition.

Working Hours and Locations:

Teaching Assistants are employed by the MIS department for 20 hours weekly. These hours are to be spent on MIS departmental duties mainly in the BUS labs and/or MIS designated locations. The work schedule may include evening and weekend hours. TA duties, qualifications and expectations are outlined in this document.

Application Process:

1. Incomplete applications will not be considered.
2. The following needs to be completed and/or provided to the MIS department (SSCB 3.202) **BEFORE 4 PM, THURSDAY, April 27, 2017:**
 - a. Complete the online application from http://prtl.uhcl.edu/portal/page/portal/CSS/Students/On_Campus_Student_Jobs No hard copy is necessary. It will be provided online to the Dean's Office and to the MIS office.
 - b. If you have a tuition waiver, please provide a hard copy of your waiver notice. If you receive a waiver any time before the beginning of the semester, you must provide a copy of the notice.
3. **You must use your UHCL email account for all TA application related correspondence.**