

MIS Teaching Assistant (TA) Employment Description

SPRING 2021

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. Meet any other expectations (within reason) of the instructor/department.
6. During spring 2021 semester these duties/responsibilities may likely be include working remotely with faculty and students.

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 18 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 wavier will be considered for MS/MIS TA positions.
6. If you have an internship or other on-campus or off-campus 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.
8. For spring 2021 semester, applicants must have their own technology to work remotely with faculty and students.

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.

Position Start/End Dates:

1. **DO NOT apply for a MIS TA position or accept a position if you cannot be available during the entire spring 2021 semester with an end date for work of Friday, May 14, 2021.**
2. **Attendance at TA meetings and completing all HR paperwork/documentation in person is mandatory. No exceptions. During spring 2021 these will likely be handled remotely.**
3. **Again (see 2) employment will end Friday, May 14, 2021.**
4. **As Covid-19 changes situations, there may be times when on-campus assignments/projects change and require your presence. If you do not feel comfortable with this possibility, please do not apply for a MIS TA position.**

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 morning, afternoon, evening and weekend hours. TA duties, qualifications and expectations are outlined in this document. During spring 2021 some activities will likely all be handled remotely. Spring 2021 courses will be online, bimodal with synchronous/asynchronous or f2f class time scheduling.

Application Process:

1. **Incomplete applications will not be considered.**
2. The application located at <http://mis.uhcl.edu> needs to be completed and submitted by email to the MIS department to Judith Allen@uhcl.edu **BEFORE NOON, TUESDAY, November 24, 2021.**
3. **You must use your UHCLstudent email account for all TA application related correspondence.**