

## USFSP Guidelines for Hiring Teaching Support

Class assistants make valuable contributions to the success of USFSP students. Faculty should clearly communicate to class assistants expectations for the assistant role, preferably in writing, and verbally on an ongoing basis. Information shared should include the hourly wage, expected average number of hours worked per week, professional and ethical behavior, academic integrity, and the importance of confidentiality. Faculty will evaluate all assistants at the end of each semester. **Special Note: all class assistants and teaching aides must complete FERPA training.**

### Student Assistant

Job Code 9190

Compensation Rate: \$11/hour

Requirements: Must have completed 60 undergraduate credit hours and have successfully completed any course (or equivalent) that they will support.

Duties and responsibilities may include:

- Assist in the development of course materials including laboratory prep
- Post announcements in Canvas (e.g., assignments, deadlines)
- Respond to or triage student email communications
- Co-facilitate live chat sessions with faculty
- Facilitate study sessions or tutorials
- Assist students with completion of laboratory assignments
- Provide input on student progress and projects and notify faculty of any perceived issues
- Assist with developing and/or maintaining course websites, help with captioning video lectures
- Assist students with technical issues
- Moderate and/or otherwise interact with students on discussion boards or in discussion groups
- Develop summaries of student discussion board posts
- Assist with poster production for undergraduate research symposia or conferences

Class assistants may not participate in grading activities or direct course instruction.

**\* Graduate students are not precluded from serving as Student Assistant.**

### Graduate Assistants

Job Code 9183, 9184, 9550

Compensation Rate: See GA Minimum Rate Matrix

Requirements: Must be enrolled full time in a master's or doctoral program within USF and appointed with assistantship through college.

Duties and responsibilities may include:

- Assist in the development of course materials
- Post announcements in Canvas (e.g., assignments, deadlines)
- Respond to or triage student email communications
- Co-facilitate live chat sessions with faculty
- Facilitate study sessions or tutorials
- Assist students with completion of laboratory assignments
- Provide input on student progress and projects and notify faculty of any perceived issues
- Assist with developing and/or maintaining course websites, help with captioning video lectures
- Assist students with technical issues
- Moderate and/or otherwise interact with students on discussion boards or in discussion groups
- Develop summaries of student discussion board posts
- Assist with poster evaluation for undergraduate research symposia or conferences
- Under direct supervision of faculty of record, grade assignments, quizzes, discussion board participation, projects, papers, and other activities. Frequent use of rubrics and written grading criteria. Correct errors in student work, post messages regarding errors.

- Under direct supervision of faculty of record, develop course grade summaries, transfer grades between applications

### **Teaching Aide (Advanced Classroom Support)**

Job Code 0022 (Hourly, Other Professional Support/Services)

Compensation Rate: Equivalent to Graduate Assistant Minimum Rate

Requirements: Must have completed a bachelor's degree with applicable coursework.

Duties and responsibilities may include:

- Assist in the development of course materials
- Post announcements in Canvas (e.g., assignments, deadlines)
- Respond to or triage student email communications
- Co-facilitate live chat sessions with faculty
- Facilitate study sessions or tutorials
- Assist students with completion of laboratory assignments
- Provide input on student progress and projects and notify faculty of any perceived issues
- Assist with developing and/or maintaining course websites, help with captioning video lectures
- Assist students with technical issues
- Moderate and/or otherwise interact with students on discussion boards or in discussion groups
- Develop summaries of student discussion board posts
- Assist with poster production for undergraduate research symposia or conferences
- Under direct supervision of faculty of record, grade assignments, quizzes, discussion board participation, projects, papers, and other activities. Frequent use of rubrics and written grading criteria. Correct errors in student work, post messages regarding errors.
- Under direct supervision of faculty of record, develop course grade summaries, transfer grades between applications

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