



**Job Title:** Teaching Assistant (1)  
**Hours per week:** 10 hours maximum  
**Number of positions:** 1  
**Length of Employment:** January 17, 2017 – May 12, 2017  
**Pay rate:** \$7.50 per hour  
**Supervisor:** Stephen Wall, ILS Department Chair

**Department Name & Code:** Indigenous Liberal Studies (ILS); 173  
**Location:** Indigenous Liberal Studies Department: Classrooms,  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

To work with the faculty for IDST101 Introduction to Indigenous Studies to help students succeed in the class.

**Job Description/Responsibilities:**

Provide and assist with supplemental course work for students enrolled in IDST101. The TA's will regularly attend the IDST101 class and will meet with students who are enrolled in IDST101. The TA's will work with the students to review the class assignments, develop questions that reflect the student's understanding of the course readings and grade the questions. The TA's will also lead discussions to further the student's understanding of course materials. TA's will work with individual students or may also refer students to learning specialists as necessary for writing and other specialized needs.

**REQUIRED EXPERIENCE AND EDUCATION**

Upper division student who has received a minimum of an "A" in IDST101 and has successfully completed (B or above) at least 3 additional courses that have writing and research as required activities.

**ESSENTIAL POSITION FUNCTIONS**

Regularly attend IDST101 Intro To Indigenous Studies  
Conduct weekly meeting with IDST101 students  
Conduct individual meetings with students  
Grade student blog entries  
Assist students' conceptual understanding of the course materials  
Participate in weekly meeting with instructor

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Proven academic capabilities  
A desire to assist students who may be struggling to achieve academic success  
Ability to relate to students' needs and abilities  
Ability to work in a group setting  
Proven success in IDST101 Introduction to Indigenous Studies

**WORKING CONDITIONS**

The IAIA student must: adhere to appropriate professional standards of conduct and ethics, including confidentiality, integrity, and honesty; follow directives; adapt to changing work environment; cooperate and work respectfully with others; participate in meetings as required.

This job description does not list all the duties of the job. You may be asked by supervisor or manager to perform other assignments or duties. Management has the right to revise this job description.

**Evaluation Procedure(s) and Schedule:** Students will receive weekly feedback from course faculty. Formal evaluations will be conducted within one week of the end of the employment period. Supervisors may use provided Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).