

GIA Description of Duties Form

Instructor: _____

Course #: _____

Course Title: _____

Day/Time: _____

The job duties designated below are expected of the GIA. Please check the appropriate items and describe as applicable:

- Attend course lectures
 - Present lectures.....Frequency/dates: _____
 - Instruction/supervision of ___ sections/___ courses/___ labs per week
 - Preparation
 - Hold ___ office hours per week

 - Read and evaluate student papers.....Describe: _____
 - Proctor Examinations Dates: _____
 - Perform individual and/or group tutoring
 - Maintain/submit student records (e.g., grades)
 - Evaluate student assignments

 - Perform other tasks as assigned.....Please list: _____
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