



## Graduate Assistantships Duties and Responsibilities

Graduate Assistants perform a variety of tasks. Graduate Assistants work 10 hours per week during normal business hours at DePaul's Lincoln Park campus. The work calendar runs from early September until Thanksgiving and from early January until early June, with a one-week spring break in late March. Graduate Assistants must have a background and comfort with statistics, methods, and SPSS.

### Graduate Assistant Position: General Responsibilities

A Graduate Assistantship is a ten hour per week commitment for the full academic year. Duties and responsibilities associated with this position include:

#### Tutoring Assistance:

- Attending class meetings as specified by the instructor of record.
- Five officially set office hours per week for (a) tutoring undergraduate students in statistics and methods and (b) providing assistance to graduate students on their research projects (may include review of IRB applications, interview schedules, etc.). Tutoring hours will be carried out in the Graduate Assistant work station in Building 990 W. Fullerton, Suite 1210. There is a computer and a designated sitting area for this purpose, with software availability. You are responsible for coordinating with the Director of Graduate Studies of Sociology to make office hours available on the student bulletin board in the sociology suite and online. In addition, you are responsible for providing office hours and locations to the department's academic advisor, faculty and students.
- You are responsible for contacting faculty teaching undergraduate statistics and methods to request access as Graduate Assistants to their D2L pages.
- For the class to which you are assigned, you will review the syllabus, handouts, homework assignments and readings. Reviewing this material is critical so that you can assist students throughout the quarter in preparation for exams and in completing final papers, assignments, etc.
- Occasionally lead classes or class activities (e.g., screening a film, leading an in-class exercise or discussion, etc.) and proctor exams.

Remaining 5 hours is allotted to tasks such as those in the categories listed below (note that specific assignments will vary according to the experience and skills of each Graduate Assistant and departmental needs throughout the academic year):

Undergraduate Program:

- Help with tasks related to the organization of and attendance at the Sharing Social Knowledge Conference in the Spring Quarter. Work individually with undergraduates on their papers, posters, and presentations for this event.
- Assist in the development of the *Sociology Quarterly Newsletter*. This includes, developing content and formatting.
  
- Plan, develop and format content for communication efforts for curricular and co-curricular activities including Facebook and Instagram accounts, etc. These tasks will be carried out in collaboration with the Undergraduate Program Director, Chair, and student worker.

Graduate Program:

- Serve as mentor to other graduate students and facilitate contact among students and between students and faculty.
- Organize social and academic events in coordination with the Graduate Program Director and the department assistant.
- Attend most graduate program events.

Research Assistance:

Provide research assistance to faculty (note: must be approved by the Director of Graduate Studies and Department Chair).

Student Feedback:

Provide feedback from students, both graduate and undergraduate, to faculty members, the Directors and the Chair. One example of this feedback may be the student survey performed during tenure and promotion reviews.

General Department:

Create and maintain a dynamic departmental web and social media presence in cooperation with the department administrator, student worker, and chair.

PLEASE NOTE:

- Faculty instructors must be present when GAs present material to classes or lead class discussion.
- GAs may not grade papers or essay exams.