



Teaching Assistant – September Term Undergraduate Course Offering Job Description

Teaching Assistants will assist a course's primary instructor(s) in teaching a course that is part of the regular undergraduate curriculum, which is offered based on departmental and student needs.

Undergraduate curriculum courses are taught in an intensive, condensed format. In September Term, these 100-unit courses meet for a total of at least 30 contact hours over 3 weeks, from August 26 to September 13. There is no reading or exam period for September Term courses; final exams are given during the last class session. Classes are not held on September 2 for the Labor Day holiday.

In Summer 2024, September Term courses will be a mixture of in-person and remote courses. All employees must have current authorization to work in the United States. Remote Teaching Assistants must be able to perform their responsibilities from a remote location, and their remote work arrangements are their responsibility. This includes, but is not limited to, an adequate internet connection and an adequate working space. Teaching Assistants in remote courses who are current UChicago students must be in the United States when working in the program, unless they are enrolled in a UChicago Study Abroad program. Teaching Assistants in remote courses who are not current UChicago students must be in the United States when teaching for the program, specifically in California, Colorado, District of Columbia, Illinois, Indiana, Massachusetts, Michigan, New Mexico, New York, Oregon, Utah, Virginia, or Wisconsin for tax purposes.

Please see <https://college.uchicago.edu/summer-session/september-term> for the full descriptions of the program and courses.

Offer contingent on successful completion of a background check. All instructors and teaching assistants must also comply with the University of Chicago's Minors on Campus policies.

Responsibilities:

- Attend all class sessions
- Assist with chaperoning any course-related field trips
- Plan and lead activities such as discussion sections, labs, review sessions, and writing workshops under the supervision of the course instructor(s)
- Assist with grading assignments and exams, including reviewing and commenting on them and entering them in Canvas, and recommend grades
- Hold office hours as directed by course instructor(s)
- Administrative tasks – for example, using Canvas, answering emails, setting up equipment, managing reserved readings – as requested by the course instructor(s)
- Read all assigned materials
- Participate in any meetings organized by the Summer Session Office or instructor(s)
- Bring to the attention of Summer Session staff any matters related to student attendance, progress, or other areas of concern

Required skills and abilities:

- Documented excellence in pedagogy and course content
- Strong organizational and time management skills



- Willingness to learn and adhere to Summer Session and UChicago policies

Experience and education:

- Current UChicago graduate students or recent alumna/e may apply
- Bachelor's degree or higher in course-related field required
- Prior teaching experience at the university or four-year college level preferred
- Previous experience working with an intensive summer program preferred, but not required
- Graduate student candidates must consult their department or committee chair or director of undergraduate studies about the suitability of your teaching as it relates to your academic plan.

We seek experienced and diverse applicants with a documented record of successful instruction.

Required Applicant Documents:

- Letter of application (include the course for which you are applying, which must be listed on the Instructional Employment page)
- Curriculum Vitae
- Teaching evaluations, if available
- Reference contact information for current or previous teaching supervisor and/or department chair