Title
Graduate Teaching Assistant (GTA) – Course Management

Summary
The GTA is responsible to the Manager of Academic Affairs as well as an assigned School of Nursing faculty member.

Responsibilities
• Office management
  o Creation of individual student folders, clinical folders, and class content folders
  o Filing of relevant content
  o Copying as needed for in class or clinical content
  o Contacting students via email as needed and per professor’s request
  o Contacting course speakers per professor’s request
  o Organizing book order information
  o Faxing as needed
  o Scanning as needed

• Proctoring exams in Dykes Library Testing Center
  o Arrive 15 minutes prior to exam to check students ID badges
  o Collect student exam sheets
    ▪ Sort sheets by student “challenges” versus testing sheets with no student comments or challenges and give to professor at the end of the exam

• Meet with students to proctor individual exams and to proctor test review sessions

• Grade make-up exams, essays, and homework assignments as needed

• Angel Management
  o Organizing weekly course content—renaming folders, uploading PowerPoint and Word documents
  o Quiz management—entering new questions, making changes to student access, points per questions, etc.
  o Grade book—entering student grades
  o Course announcements as needed

• I-Clicker Management
  o Beginning of the semester set up
  o Exporting grades to excel to manage attendance and enter attendance points to Angel
  o Inputting questions for the class PowerPoint presentations
  o Removing questions for faculty PowerPoint version

• LXR
  o Adding questions, points and rationales
  o Forming exams based on question bank
  o Editing exams
  o Printing reports following exam
• Quiz formation—writing quizzes based on pertinent course information

• Angel Quiz updating and revisions made as needed
  o Printing quiz item analysis
  o Updating rationale for next textbook

• Presence in classes as requested by instructor to answer questions and to administer quizzes

• Communicate with clinical faculty as needed

• Flu shot- clinical compliance tracking

• Create email groups for clinical faculty

• Create angel teams for clinical groups

• Attend meetings in professor’s absence and take notes

• Attend student meetings with the professor to take notes and act as a neutral party

• Format and assist professor with CV and AR development

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