**JOB SPECIFICATION FOR GRADUATE TEACHING ASSISTANTS**

**University of Essex**

**FURTHER PARTICULARS**

**Department of Economics**

**GRADUATE TEACHING ASSISTANTS**

**Responsible to:** Dr Rossella Argenziano, GTA Co-ordinator andDr Kate Rockett, Head of Department

**Reports on a day to day basis to:**  Module Supervisor(s)

**Purpose of job:**

You will be required to teach undergraduate students, to undertake marking of coursework assignments, and related administrative work.

**Duties of the post will include:**

1. Preparing and teaching classes to undergraduate students;
2. Holding office hours related to the courses taught;
3. Marking coursework assignments within the time limits given;
4. Invigilation of any tests related to the module you are employed to teach;
5. Marking Exam papers as required (paid extra)
6. Maintaining contact with the module supervisor;
7. Undertaking related administrative duties;
8. Attending training courses and workshops;
9. Attending briefing meetings as part of the induction process;
10. Any other duties as may from time to time be assigned by the Head of Department or her/his nominee.

These duties are a guide to the work that the postholder will initially be required to undertake. They may be changed from time to time to meet changing circumstances and do not form part of the contract of employment.