

History Department Teaching Assistant (TA)

Job Title: Student Teaching Assistant

Department: History

Contact: Prof. AnneMarie Kooistra, department chair (a-kooistra@bethel.edu)

Responsibilities:

- Assist professor with teaching — including grading quizzes and short papers, leading exam review sessions, managing Moodle course pages, etc. (If the responsibilities are attached to a specific class, the student will generally need to have taken that course before.)
- TAs may also assist professors with research or administrative tasks, and one TA works with Prof. Magnuson in the Bethel/BGC archives (see special requirements below) instead of assisting with teaching.
- Work with faculty and other TAs to help plan extracurricular events for the department.

Requirements:

- A major in History or Social Studies Education 5-12 is preferred; applicants with a minor in History will be considered.
- Students should have at least sophomore standing.
- Students filling the archival assistant role (see above) need to have an interest in curation and preservation of historical materials, care about details and doing careful work, be comfortable working with the public (patrons with various research abilities), have neat printing, be able to do some physical labor (lift and break down boxes, move physical objects), and not be allergic to dust; preferred that candidates for this position have previously taken a course with Dr. Magnuson.
- Specific expectations (including understanding of federal privacy regulations) will be laid out at a training session in early September. Attendance is mandatory for all TAs.

Hours: varies (no more than 5/week)

Start Date: August 28, 2017

End Date: May 25, 2018

Pay Rate: consult with Office of Financial Aid