

Teaching Assistant/Technical Support Level II - 2070

Maine Maritime Academy
Job Description

Staff, Support & Professional Position

JOB TITLE: Teaching Assistant-Technical Support Level II *

DATE: April, 2006

JOB CODE: 2070

STATEMENT OF THE JOB

A Teaching Assistant-Technical Support Level II works under the supervision of an assigned faculty member and may instruct students in the discipline of his/her expertise, conduct lectures and labs, assist faculty in setting up and maintaining labs and lab equipment and tutor individual students. They are not assigned primary responsibility for a course. They are expected to work primarily with students and provide assistance to faculty including such activities as grading, developing tests, administering tests, conducting help sessions, and advising faculty on the performance of individual students. They do not hold faculty rank: and are not expected to participate in faculty governance, curriculum and course development, scholarship or other primarily faculty responsibilities such as service. *Minimum requirements include a BS degree and/or appropriate professional qualifications.

DUTIES OF THE JOB

1. Employee assists faculty by conducting lectures.
2. Prepares assignments for and supervises various labs within their discipline.
3. Develops, administers and grades tests and/or assignments.
4. Sets up and maintains lab equipment.
5. Conducts student help sessions.
6. Holds office hours for student help.
7. Time not spent in a lab (various disciplines) will be devoted to the maintenance and upkeep of the labs or other projects as directed by the department chair.
8. May supervise student and/or Academy employees.

This job description reflects the general duties of the job but is not a detailed description of all duties, which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

MAINE MARITIME ACADEMY

JOB TITLE: Teaching Assistant-Tech. Support Level II JOB CODE: 2070

WAGE GRADE: 20

TOTAL POINTS: 474

	<u>FACTOR</u>	<u>DEGREE</u>	<u>POINTS</u>
1	Knowledge and Skill	7	252
2	Effort		
	I. Mental and Visual Effort	6	48
	II. Physical Effort	3	30
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	4	32
	II. Supervisory Responsibility	3	24
	III. Sensitive Information and Records	1	8
5	Working Conditions	4	40
6	Responsibility for External and Internal Relations	2	16