

Graduate Assistant – Office or Department of Languages and Literature

General Description

The Department of Languages and Literature offers several Graduate Teaching Assistantships each year. These positions are awarded on a case-by-case basis, and are contingent upon applicants' academic credentials and relevant experience as well as the needs of the Department of Languages and Literature.

Primary Duties and Responsibilities

Graduate Teaching Assistants in the Department of Languages and Literature work closely with supervising faculty to assist with teaching duties such as grading essays or exams, leading discussion sections, supervising undergraduate students, teaching writing labs for our enhanced composition courses, tutoring students in writing, working online with students enrolled in online or hybrid literature courses, teaching individual lessons in literature or composition classes, or completing other duties as assigned by the faculty supervisor, department chair, or graduate coordinator.

Essential Functions

In addition to performing the primary duties listed above, Graduate Teaching Assistants may be required to keep scheduled appointments with faculty supervisors or students, attend required meetings, provide written feedback and reports on their work, arrange flexible work schedules, attend class meetings with faculty supervisors, arrive promptly to all required functions, and maintain professional relationships with faculty, fellow G.T.A.'s, and students.

Qualifications

Applicants must be admitted or applying to the M.A. in English program.

Point of Contact for this position: Dr. Mercy Cannon

Email: cannonm@apsu.edu

Phone: 931-221-7893