

**Graduate Teaching Assistant – Department of Health and Human Performance
20-Hour Graduate Assistantship Position
K-12 Teaching Assistant**

General Description

This position requires the graduate assistant to help/assist faculty with classes in the HHP K-12 Teaching concentration.

Primary Duties and Responsibilities

Primary:

- Assisting in HHP 3150, HHP 1250, HHP 3210 and HHP 4400.
- Supervise class for absent professors when requested.
- Assist professors with grading, classroom preparation, or classroom instruction.
- Post and/or grade assignments on D2L. Other:
- Additional departmental duties as requested by the Administrative Assistant, Graduate Coordinator or Chair

Essential Functions

- Dependable and punctual.
- Strong communication skills (both verbal and written).
- Ability grade papers and monitor attendance.
- Technology skills.

Qualifications

Full-time graduate student accepted into APSU HHP graduate program with interest or experience in wellness, physical education, exercise science, or health. Must have good understanding of Microsoft Office. The applicant must have an undergraduate GPA of 3.0; GRE scores must be 140 on both verbal and quantitative with a 2.5 writing score.

Graduate Teaching Assistant – Department of Health and Human Performance 20-Hour Graduate Assistantship Position Online Teaching Assistant

General Description

This position requires the graduate assistant to assist faculty with online classes. The class will be HHP 1250 – Wellness Concepts and Practice. Specifically, they may supervise lab sessions for HHP 1250, grade discussion boards, grade quizzes/exams, and provide feedback to students. This position may also assist faculty in research and service projects and be available for assistance in a class when requested by a faculty member. Additionally, this position may require assistance in various clerical duties as requested by faculty and administrative assistant.

Primary Duties and Responsibilities

Primary:

- Assist faculty in HHP 1250; grade discussion boards.
- Assist faculty in other classes as needed.
- Assist the administrative assistant in any clerical responsibilities.
- Help professors with grading or classroom instruction in all disciplines.
- Be available for classroom supervision for absent professors.
- Assist with faculty research.

Other:

- Additional departmental duties as requested by the Administrative Assistant, Graduate Coordinator, or Chair.

Essential Functions

- Dependable and punctual.
- Strong communication skills (both written and verbal).
- Ability to grade papers and monitor attendance.
- Technology skills.

Qualifications

Full-time graduate student accepted into APSU HHP graduate program with interest in wellness, physical education, exercise science, health, or health care management. Must have good understanding of Microsoft Office. The applicant must have an undergraduate GPA of 3.0; GRE scores must be 140 on both verbal and quantitative with a 2.5 writing score.

Graduate Teaching Assistant – Department of Health and Human Performance 20-Hour Graduate Assistantship Position Teaching Assistant

General Description

This position requires the graduate teaching assistant to teach an undergraduate class; HHP 1250 – Wellness Concepts and Practice. Specifically, they will deliver course content in a lecture format, supervise lab sessions, grade discussion boards, grade quizzes/exams, provide feedback to students, and hold office hours. The position will receive ongoing assistance in teaching and pedagogical methods, and will be supervised/monitored by a full time faculty instructor who will be the instructor of record. This position will require the graduate teaching assistant to teach two sections per semester.

Primary Duties and Responsibilities

- Teach HHP 1250 content, supervise lab sessions, grade discussion boards, grade quizzes/exams, provide feedback to students.
- Work 20 hours per week.
- Hold office hours for five hours per week (to be included in the 20 hours).
- Participate in continuing education with the faculty supervisor.
- Respond to student inquiries in a reasonable manner.
- Adhere to University academic policies (e.g. FERPA, assigning midterm grades).

Essential Functions

- Undergraduate degree in Physical Education, Health, Exercise Science, or related field.
- Dependable and punctual.
- Strong communication skills (both written and verbal).
- Ability to grade papers and monitor attendance.
- Technology skills related to MS Office, or other product used in classroom delivery. □ Experience in class management products (e.g. D2L, Blackboard, etc.).

Qualifications

Full-time graduate student accepted into APSU HHP graduate program with interest in wellness, physical education, exercise science, health, or health care management. Must have good understanding of Microsoft Office. The applicant must have an undergraduate GPA of 3.0; GRE scores must be 140 on both verbal and quantitative with a 2.5 writing score.