

McCombs School of Business – BBA Career Services
BA 101 Teaching Assistants (Fall 2016 – Spring 2017)

BBA Career Services is seeking Teaching Assistants (TA) for the 2016-2017 School Year!
You must be able to TA and attend at least one section of the course each semester.

Fall 2016 BA 101 section times:

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|-------------|----------------|---|
| ▪ Monday | 4:00 - 5:30 pm | Freshmen Honors (TA for this section must be BHP/MPA major) |
| ▪ Monday | 2:00 - 3:30 pm | Transfer |
| ▪ Tuesday | 8:00 - 9:30 am | Transfer |
| ▪ Tuesday | 3:30 - 5:00 pm | Transfer |
| ▪ Wednesday | 2:00 - 3:30 pm | Transfer |
| ▪ Thursday | 8:00 - 9:30 am | Transfer |
| ▪ Thursday | 3:30 - 5:00 pm | Transfer |

To be eligible for a Teaching Assistant appointment a candidate must:

- Must be degree-seeking MPA candidate without existing admissions conditions imposed by the Vice Provost and Dean of Graduate Studies.
- Must be graduating May 2017. Must be in good academic standing (maintain at least a 3.0 graduate GPA) and making satisfactory progress toward MPA degree.
- Must remain registered as full-time student in courses that count toward the graduate degree for **at least 9 semester hours during the Fall 2016 and Spring 2017 semesters. An enrollment exception can be made for the Spring 2017 semester which would require you to be enrolled in your final 6 hours, be in good academic standing, be graduating in the Spring semester, and be testing for the CPA Exam and enrolled in a CPA prep course.**
- Must be available to serve as a BA 101 TA for both the Fall 2016 semester and the Spring 2017 semester.
- Must understand, uphold and model the [McCombs Career Services Code of Ethics](#).

Why you should apply:

- You're detail oriented, organized and consistently punctual.
- You're motivated, community-minded, and job search savvy.
- You want to gain great hands-on experience coaching and mentoring others for your future career.

BA 101 Teaching Assistant responsibilities:

- TAs will be assigned to one section of BA 101. They will be expected to attend that section of class each week.
- TAs will lead the grading/attendance tracking duties for the class instructor. This will include providing substantive feedback on the resume and cover letter assignments and the grading of other assignments.
- TAs will manage the grade/attendance recording in the Canvas system. TAs may be charged with posting and distribution of course documents in class and on Canvas.
- TAs will be asked to demonstrate examples of professional behavior in the job search process during class including answering interview questions, giving their "30 second introduction," etc.
- TAs will provide some 1-on-1 career advising, answer general career questions and act as a resource for BA 101 students during class and during TA office hours.

In addition to the above duties, TAs must commit to the following training/admin. dates & activities:

- Mandatory Training: to be held in late August 2016, date TBD
- Weekly attendance at your section of BA 101 – TAs should arrive to class 20 minutes prior to class start time
- Weekly meeting with BA 101 instructor – 1 hr
- Weekly TA office hours – 1 hr in length, to be held in the BBA Career Services front office
- Timely grading of class materials – weekly time commitment varies depending on assignments
- TAs will be expected to participate in special events targeting BA 101 students which include:
 - Career Week walk-in hours (conduct resume reviews & answer general career questions) prior to and during Career Week.
 - Mock Interviews – TAs will staff their BA 101 section for mock interviews and they will serve as a mock interviewer for at least 2 additional sections of BA 101.

Compensation:

- TAs will be appointed for 10 hours per week (this is a salaried position, so 10 hours is guaranteed each week).
- TAs will receive a tuition reduction benefit (TRB) of approximately \$1892 per semester (payment is made in a lump-sum, is paid separately from the regular appointment, and is subject to applicable tax withholding).
- In addition to the TRB, TAs will receive a monthly stipend approximately \$498 a month for a total of approximately \$4,482 over both semester appointments.

How to Apply: Send a cover letter and resume to Morgan Medina at morgan.medina@mcombs.utexas.edu.

Applications will be reviewed on a rolling basis with interviews starting in March 2016 or sooner. Please apply as soon as possible.