

Types of Graduate Assistants

Tennessee State University Employs Graduate Assistants in three primary categories:

1. Teaching Assistants
 2. Research Assistants
 3. Administrative Assistants
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1. Teaching Assistant

Teaching Assistants are graduate students hired to provide instructional classroom and/or laboratory support within a specific academic department/program. Teaching Assistants with instructional duties may be assigned to teach all or part of a course.

Teaching Assistants assigned instructional responsibilities must be guided and supervised by a full-time faculty member. They must be provided office space and orientation by the hiring department/program prior to assuming instructional responsibilities.

Like faculty, Teaching Assistants must have their teaching evaluated by students. The University's faculty evaluation form or a comparable departmental form may be used.

Limitations:

- Teaching Assistants may not teach courses that carry graduate credit.
- Teaching Assistants may not enroll in courses for which they have assigned instructional responsibilities.

- Graduate Assistants with fewer than **18 semester hours** in their instructional fields should not be given primary teaching responsibilities. They may, however, work in laboratories and clinics.
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2. Research Assistant

Although duties of Research Assistants vary by discipline, they are typically assigned to work with faculty on research projects. Typical duties may include, but are not limited to:

- library research
- fieldwork
- laboratory experiments
- data collection and analysis

Research Assistants are typically funded through external grants and contracts.

3. Administrative Assistant

Administrative Graduate Assistants provide administrative support to a specific department or unit within the University. Major areas of responsibility include clerical and technical support functions. Duties may include, but are not limited to:

- updating unit websites
- compiling data
- library research
- registration and advisement support
- other similarly related administrative functions