**Qatar University**

**College of Engineering**

**Teaching Assistants’ Job Description**

**Definition:**

The Faculty Handbook at Qatar University (QU) states that “Teaching Assistants are academic staff who hold a minimum of a Bachelor’s degree and are contracted by the University because they show great potential and promise for investment by the University in their careers. Teaching Assistants aid the faculty in carrying out their teaching and research functions and are under direct supervision of the faculty member(s) to whom they are assigned. Teaching Assistants are not permitted under any circumstances to carry out the functions of a faculty member.”

**Specific Job Responsibilities:**

The main job responsibilities of Teaching Assistants are to:

1. Teach and supervise laboratory-based courses and maintain equipment for such labs.
2. Maintain computer labs and current software and hardware inventories.
3. Actively participate in design studio teaching and instruction (Department of Architecture and Urban Planning).
4. Assist in field-based teaching visits.
5. Give occasional tutorials to students.
6. Keep office hours and assist students with their queries.
7. Grade assignments and term papers (with solutions and grading scheme provided by instructor).
8. Develop teaching material under faculty supervision.
9. Assist in preparing course files.
10. Participate in committees at the departmental level.
11. Provide administrative support to the department by helping in scheduling laboratories, documentation of course material, and budget preparation for laboratory equipment and consumables.
12. Assist in research projects. However, priority must be given to teaching duties.
13. Assist the departments in preparations for open days, alumni events, exhibitions, and student competitions.
14. Perform other work assigned by the head of department.

Such job responsibilities must be carried out by Teaching Assistants during their regular working hours (15-20 contact hours per week) as established by QU’s Faculty Handbook.