Peer Teaching Assistant (PTA) Position Description
Offices of the Vice President for Academic Affairs and Vice President for Student Affairs

The Dean of Students Office and the Office of the Executive Vice President and Provost are currently accepting application materials from undergraduate students interested in serving as peer teaching assistants (PTAs) for sections of Liberal Arts Core classes reserved for first-year students during the 2013-2014 academic year, including the year-long Cornerstone course.

A select group of courses within the Liberal Arts Core (LAC) have designated sections for first-year students only, including Math in Decision Making (Category 1C), Soundscapes: Music in Culture (Category 3A), Theatrical Arts and Society (Category 3A), Religions of the World (Category 3B), Life: Continuity and Change (Category 4A), Astronomy (Category 4B), World Geography (Category 5A), Human Identity and Relationships (Category 5B), International Relations (5B), and First Year Cornerstone (Category 1A and 1B), among others. First Year Cornerstone is a 6-hour writing and speaking intensive course for first-year students who have not yet satisfied Category 1A (writing/research) and 1B (speaking/listening) of UNI’s Liberal Arts Core.

Students selected as PTAs will enroll in UNIV 3186, a 3-credit hour (per semester) seminar course for graded credit and will work approximately 10 hours per week (includes class attendance and meeting times). PTAs will be assigned to a specific course section for the full semester and collaborate closely with the faculty member for that section. Cornerstone peer teaching assistants will be assigned to the same course day/time for the fall and spring semesters.

Peer teaching assistants (PTAs) must:

- Attend their assigned first-year course each time it meets during the week
- Enroll in PTA seminar class (UNIV 3186), which meets 2:00 – 2:50 p.m. MWF, and related training activities
- Attend co-curricular activities with the class (i.e., lectures, performances, etc.)
- Hold regular office hours for students to assist them in meeting class requirements
- Work closely with the faculty person teaching their designated sections, providing course-related support and assistance (such as group facilitation, meetings with first-year students, teaching lessons on student success topics, and grading)
- Promote the value of a liberal arts education, and the role of their assigned course within the LAC at UNI
- Participate in assessing the effectiveness of their assigned course

Required qualifications:

- Currently enrolled undergraduate student for the next academic year (2013-2014), with both Category 1A and 1B of the Liberal Arts Core (or equivalent) completed or in process
- Outstanding communication skills (oral, written, and listening)
- Interest in and commitment to first-year student success
- Knowledge of or willingness to learn more about academic and student support services and university policies and procedures
- Available to attend all class sessions of his or her assigned first-year course during the fall semester (for all non-Cornerstone sections), or for both fall and spring semesters (for all Cornerstone sections).
- Minimum undergraduate cumulative GPA of 3.0

Application:
Applications received by February 25, 2013 will receive full consideration.

In order to be considered for the peer teaching assistant position, applicants must complete and submit the full online application, available at www.uni.edu/orientation/pta.

For more information contact Kristin Woods at kristin.woods@uni.edu.