

# Job Opportunity

## The Math Department is recruiting Graduate Students as Teaching Assistants for Fall 2011

**Interested students should apply as soon as possible; international students should make arrangements to have their English proficiency certified to the department as quickly as possible (see below).**

**Compensation:** \$5,000.00 per semester. (The compensation DOES NOT include any tuition, health care or other benefits.)

**Job Description:** Under the direction of the course instructor, a TA holds 4 recitation sections per week. The TA's primary role is to provide support for students. The TA will provide Calculus students with homework review and review material discussed in lecture. The TA is responsible, at the instructor's discretion, for grading homework, quizzes and other assignments and maintaining an up-to-date grade book; you may grade examinations and will be expected to help proctor in class and course common examinations, as well as the final examination at the end of the semester. The TA is expected to hold an office hour weekly for students to discuss course-related problems. The TA may be required to meet with the course instructor on a regular basis to discuss student progress and to keep the course instructor informed of any problems.

All TAs are required to participate in the Math Department's TA training – August 31-September 2, 2010.

**Application Procedure:** Obtain an application for the position from the Mathematics Department Office, Rittenhouse Laboratory 4W1, 209 South 33<sup>rd</sup> St. Philadelphia, PA 19104, (215) 898-8178, or email [math@math.upenn.edu](mailto:math@math.upenn.edu) and receive an application by return email. Include a resume showing mathematics courses already taken and completed as well as grade earned, any degrees held and any relevant teaching experience.

**International Students:** International applicants are required to take and pass one of: the SPEAK test., the Test of Spoken English (TSE), or ACTFL Oral Proficiency Interview (OPI) to certify your proficiency in English. We cannot hire international TAs unless this requirement is met *before* the hire date. These tests are given at several times during the year. Information about these tests is available from the Penn English Language Programs Office or on line at: [http://www.sas.upenn.edu/elp/ITA\\_dates](http://www.sas.upenn.edu/elp/ITA_dates)