

**Teaching Assistant
for the
UCLA Department of Anthropology Lemelson Honors Program**

Deadline: Friday, March 24, 2017 – 3:00p

V How many total quarters have you served as a Graduate Student Researcher at UCLA?

Qualifications:

1. Must be an experienced TA in the Department of Anthropology
2. Prefer a student who has completed their doctoral research given the duties listed below
3. The TAs primary obligation is to the students, but must be capable of communicating and working with all members of the Departmental Honors Committee and the department at large
4. One year commitment - October 1, 2017 to June 30, 2018

Percentage of time: 20 hours per week. Student must be enrolled full time basis during the academic year.

General Job Description/Duties:

1. Help to advertise the Departmental Honors Program
2. Organize information recruitment sessions
3. Connect potential participants with faculty sponsors/advisors
4. Hold a minimum of 5 office hours per week
5. Assist students in formulating a research proposal
6. Help students with IRB submissions
7. Aid students in identify funding sources and developing funding proposals
8. Provide writing guidance for longer pieces of work and for publication
9. Organize annual retreat
10. Responsible for organizing and putting on the final Honors symposium
11. Assist students with their presentations
12. Inform students and faculty of University and Department resources available to them (Student Psychological Services, Office of Students with Disabilities, etc.)

To Apply:

1. A Complete TA Application
2. Letter addressed to the department (maximum of 2 pages) detailing why s/he considers herself/himself a well-suited candidate for this position. The letter should cover past positions and experience that demonstrate the applicant's preparedness for the duties associated with the position.