

**Winter 2024 TA Job Posting for ECON 322 Course**

**Please give a brief description of the course content or a link to the course outline:**

Last year’s outline is available here: <http://arts.uwaterloo.ca/~krybczyn/outlines/322rybczynskiW23.pdf>

The course web site is here: <http://arts.uwaterloo.ca/~krybczyn/322/>

The web site is password protected but feel free to contact me for username and password.

**Any necessary knowledge or skills needed:**

Recollection of introductory econometric tools an asset. TA will be expected to grade 9 assignments and one mid-term. Solutions and marking scheme will be provided in each case to facilitate grading.

Please fill out this chart as closely as you can for the TA duties and hours you predict the course will be using for the entire Winter 2024 term. This will be used as an estimation only. Graduate TAs are not permitted to work more than 140 hours for the term or more than 10 hours in any given week (70 hours or 5 hours a week for a ½ TA). When thinking of the duties you might have for your TA, we ask that you be mindful of this constraint and try not to come up against it. TAs own coursework comes first. Negotiations for a reasonable amount of time for returning marked assignments, etc. will occur as needed.

<b>Duty</b>	<b>Estimated Hours for the Term or N/A</b>	<b>Brief description of unusual or especially time-consuming features of the duty, if any</b>
Meetings with Course Instructor	~5	Usually meet virtually (or in person) at start of term to review expected work. And email throughout term.
Class preparation	NA	
Attending lectures	NA	
Student consultation; office hours	NA	
Lecturing	NA	
Conducting tutorials	NA	
Grading	~115	Grading nine assignments and one mid-term.
Proctoring exams	?	At the request of the Grad Coordinator.
Other duties (describe/explain)	~20	Learn grade sheet management. Responding to emails and student questions. Usually the emails should be deferred to the instructor; however, questions of grading will be discussed and left in the TA’s hands.
<b>Totals</b>	<b>140</b>	