

Teaching Assistant Contract Job Description

To: Mary Baldwin College / Office of the Registrar / Financial Aid

From: Department of Art and Art History
Photography / Printmaking / Digital Media studio labs

Subject: Teaching Assistant Contract Job Description

Date: _____

Applicant: _____ (student #: _____)

Description of Responsibilities:

Assisting Professor with duties associated with the photography and printmaking studio art courses and or research to include the following:

- Open photography studio /lab and or preparing printmaking studio for class (demonstration etc.)
- Assist students in Photography and Printmaking classes 1, 2, 3 and 4
- Remain in studio / lab during assigned hours
- General maintenance and cleaning of photography, printmaking and digital media areas
- Assist Professor with studio related activities (prep for demonstrations etc.) and or research (emphasis on research in the areas of both traditional and alternative uses of photography, printmaking and digital media
- Close photography / printmaking / digital media studio lab (photo lab shut down includes but not limited to: testing chemistry, mixing chemistry, storing chemical, inventory and locking facility)
- Work regularly assigned hours per week
- It is the responsibility of a student Teaching Assistant to arrange lab coverage with a fellow TA in the event she is unable to work a scheduled time

Approved: _____
(Supervising Professor)

I have read, understand and am in agreement with the above listed items.

Student: _____