

Lead Teaching Assistant Responsibilities

Overview: As the first Lead Teaching Assistant in the University of Iowa Mathematics Department, I helped create this role with the help of the primary professor I was working with, Dr. Colleen Mitchell, for the Mathematics for the Biological Sciences course. This role allowed me to leverage my administrative duties to increase student success and sense of belonging. The following is a snapshot of some of my responsibilities.

Responsibilities:

- Respond to student emails from all students in the lecture, not just a particular discussion section
 - o Help students feel known and seen through email correspondence
 - o Connect students to helpful resources around the University of Iowa including Student Disability Services, Campus Health and Wellness, and the Office of Academic Support.
- Coordinate make up assignments for students with an illness or an athletic event. Included, but not limited to opening TopHat questions, homework assignments through Pearson, scheduling make-up exams for students through the Proctored Exam Portal.
- Keep an inclusive course website that enhances student experience
 - o Upload the lecture recording following each class
 - o Make and release information regarding exams and retakes through course site
- Prepare materials for student success
 - o Create exam reviews and solutions to post to course site
 - o Create and publish activity/quiz/exam assignments and rubrics on Gradescope for students to turn in assignments and receive feedback on completed assignments
 - o Coordinate and schedule exam reviews as well as rooms for the retake exams
- Format the exams
- Calculate exam and retake scores after the retake exam was graded using Excel
- Mentor fellow teaching assistants and answer questions about teaching