**Helpful guidance for crafting a job description for a Teaching Assistant role at Harvard GSD.**

GSD TA job postings should include the following information:

* Position title
* Include link to course description on GSD website
* Description of responsibilities
* Required qualifications
* Preferred qualifications
* Any additional details
* Hours per week or per project; and whether it is over the course of semester, academic year, or summer term
* Location: Remote, in-person, or hybrid
* Application instructions
  + Note of interest, resume, and/or work samples
  + Name and email address to where applications should be sent

Once you have finalized your job description and are ready to advertise to GSD students, please send your job posting in the body of your email to [Anne Creamer](mailto:acreamer@gsd.harvard.edu), Career Services Coordinator. She will post your opportunity as a one-time email to the student-announce listserv, allowing all eligible GSD students to view and apply immediately.

Sample posting for Teaching Assistant:

**TA for Spring Option Studio: STU-1504: Sao Paulo Reaction-Tamanduatei River Mouth**

The co-teaching team of Cristiane Muniz and Fernando Viegas are seeking a Teaching Assistant graduate student for their Spring 21 studio [Sao Paulo Reaction-Tamanduatei River Mouth](https://www.gsd.harvard.edu/course/sao-paulo-reaction-tamanduatei-river-mouth-spring-2021/) (STU 1504).

Duties include but are not limited to:

* Assist in studio preparation prior to the start of the spring semester (including assistance with technology and studio organization)
* Manage course websites and prepare course materials
* Liaise with students, faculty, and guest speakers, including helping with logistics of course assignments
* Email communications and announcements

Required experience:

* Excellent communication skills
* Strong organizational skills
* Attention to detail and time-sensitive matters

Preferred experience:

* Knowledge of/willingness to learn technologies for virtual learning
* Strong interest in the subject matter

This is a paid position of approximately 5 hours per week. Beginning date is flexible, but we will be looking for some assistance over the winter break.

Eligible students are those who are currently enrolled and will be returning this spring and have finished their core studio sequence.

**Application instructions**

Please send a note of interest with resume to [insert name and email].