

# **DEPARTMENT OF ECONOMICS APPLICATION FOR UNDERGRADUATE TEACHING ASSISTANTSHIP (UGTA)**

## **Job Description and Duties**

This application is for Undergraduate Teaching Assistant (UGTA) positions for introductory and upper-division Economics courses offered by the Department of Economics (West Lafayette Campus). The positions can involve the following: grading, assisting with office hours, and providing review sessions. This position is paid hourly and the expectation is for you to work a minimum of 4 hours per week with the possibility of working up to 10 hours per week.

## **Requirements To Be Considered For Assistantship**

- Admission into Upper Division Economics
- Overall GPA of at least 3.0 and a GPA of at least 3.5 across all Economics Courses
- Completion of at least three upper division Economics courses (including Econ 340)
- If the position involves an upper division course, the completion of that course with at least an A- grade.

## **Applications Directions**

Complete all information included on the application  
Attach unofficial transcripts of all post high school studies  
Drop off the application to Krannert 488 (Economics Departmental Assistant Denise Wilson) or send it to Denise at the address below.

## **Applications Timing**

**Fall Semester:** Applications for the Fall semester will be accepted during the summer before the Fall semester. Wait until you are able to send a transcript with your most recent semester's grades before applying. The deadline for submissions is two weeks before classes start in the fall. TA assignments will be announced at the start of the fall semester. We will not consider any applications after the positions have been filled.

**Spring Semester:** Applications for the Spring semester will be accepted any time after finals week of the fall semester. Please wait until you have a transcript showing your fall grades before applying. The deadline for submissions is two weeks before classes start in the spring. Assignments will be announced by the start of the spring semester. We will not consider any applications after the positions have been filled.

## **Questions/Contact Info**

Denise Wilson, Departmental Assistant, Economics  
Krannert Building, Room 488  
West Lafayette, IN 47907  
Phone: (765) 496-2008  
Email: [wilsondm@purdue.edu](mailto:wilsondm@purdue.edu)

## Application for Economics Department UGTA

**Personal Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Country of citizenship: \_\_\_\_\_ Purdue ID: \_\_\_\_\_

**Local Contact Information**

Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Purdue Email: \_\_\_\_\_

**Summer Contact Information** (if different from local contact information)

Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 If off-campus, date expected to return: \_\_\_\_\_

**Purdue Undergraduate Information**

Semester started at Purdue: \_\_\_\_\_ (example: Fall '09)  
 Degree Objective: \_\_\_\_\_ (example: BS in Economics)  
 Anticipated Credit Hours: \_\_\_\_\_ (example: 17 hours)

**Overall Purdue GPA:** \_\_\_\_\_      **Economics GPA:** \_\_\_\_\_

**Please list Economics courses you have taken or are currently enrolled to take:**

Econ Class (e.g. Econ 380)	Semester taken (e.g., Fall '16)	Grade for course (e.g., A-)	Instructor for the course



