

DEPARTMENT OF ECONOMICS
APPLICATION FOR UNDERGRADUATE TEACHING ASSISTANTSHIP (UGTA)
2018-2019

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:

- ✓ 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 position involves upper division course, completion of that course with at least an (A-) grade.

Application Directions:

- ✓ Complete all information included on the application
- ✓ Attach unofficial transcripts of all post high school studies
- ✓ Bring complete application to Krannert 488 (Economics Department Assistant, Mary Schultz) or send it to Mary at schulm@purdue.edu.

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:

Mary Schultz, Department Assistant, Economics
Krannert Building, Room 488
West Lafayette, IN 47907
Phone: (765) 496-1378
Email: schulm@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

Employment Interest

Please indicate the type of work that you are interested in (circle all that apply):

Grader

Office Hours

Review Sessions

If you have a preference, please indicate the Economics course(s) you would like to be assigned to:

Sign-Off

I will inform Mary Schultz of any changes to the information that I have provided in this application.

Signature _____

Date _____

Provide below any additional information (e.g., technical skills, experience, extra curriculum activities, future educational plans, faculty endorsement) that you feel would be relevant in predicting your performance as an undergraduate teaching assistant in Economics. Please limit your comments to the space provided.