

**GRADUATE ASSOCIATE JOB DESCRIPTION
Dance 200 Assistant**

Supervisor: Melanye White Dixon

Description:

1. Attends all lectures and takes notes on material.
2. Organizes and conducts discussion groups, one hour per week (for each study group), for the five weeks of the dance section of the class. This time is provided for additional lecture, discussion of material, review, and field trips.
3. Is available for meetings with students who might have questions about the material.
4. Assists with technical aspects of the class, turning on and off lights for films, running the projector, setting up videotapes.
5. Assists in taking roll and keeping track of attendance. (get grade books from Misty Kerns)
6. Assists in creating midterm and final, and grades papers, if requested.
7. Assists in grading midterm and final.
8. Prepares and delivers lectures under the guidance of course instructor, if necessary.
9. Prepares and demonstrates dance material to supplement lecture, as requested.