

Learning Assistant (LA) Job Description

Basic Function and Responsibilities

LAs are undergraduate students who serve as peer instructors in the classroom to support student learning, primarily via facilitating group work, and classroom community.

- LAs will plan to spend 5 hours per week on their position, which includes the following:
 - LA-Student Interactions in the Classroom
 - Attend all class meetings of the selected course and support student learning via facilitating group work.
 - Weekly Preparation Meetings with Instructional Team
 - Meet weekly with the course instructor and potentially fellow LAs and course TAs to reflect on past classes, plan for future classes, and consider how to support students.
 - Preparation for LA-Student Interactions
 - Spend time to individually prepare for student interactions
 - Returning LAs only
 - Engage in a community of LAs by participating in six meetings over the semester
- LA Pedagogy Course and Training (New LAs only)
 - Enroll and participate in a 1-credit pedagogy course, in which you will consider effective ways to support students in the classroom. This course may count towards your degree as an upper-division or university elective and is scheduled to meet online from 3:35-4:25 pm on Mondays throughout the Fall semester.
- Professionalism
 - Respond promptly to communications from the LA Program and course instructor and initiate timely communications when needed.
 - Ensure that all university policies and procedures are followed.
 - Obtain complete knowledge of, and adhere to, the information, policies, and procedures presented in the employee handbook(s)
 - Maintain familiarity with the University of Northern Colorado missions.
 - Demonstrate professionalism when representing the University of Northern Colorado and the LA Program
 - Complete all required hiring paperwork within the first week of classes.

Minimum Qualifications

- Have completed and earned a passing grade (C or above) in the course for which you may serve as an LA.
- Possess a course schedule that will allow the applicant to (1) attend the course in which they LA and (2) for new LAs, enroll in and participate in a 1-credit pedagogy course held online Mondays 3:35-4:25 pm during Spring 2025. The course could count as an upper-division or university elective.
- Possess strong interpersonal communication skills and a desire to assist fellow students.
- Be reliable, responsible, and able to deliver quality service with a positive attitude.
- Display ethical behavior and commitment to the Division of Student Academic Success and to the University of Northern Colorado.
- Display an openness and respect for persons from culturally diverse backgrounds.

Stipend—Undergraduate Learning Assistants “LAs”

- \$1,200 for the Spring 2025 semester, paid monthly. If you have work study, this may contribute towards your work study.

Application Checklist

- [Application](#). The application includes three short answer questions (response ~150-200 words)
 - Briefly explain why you want to be a Learning Assistant.
 - Briefly share the experiences and skills you have that you feel will be valuable for the Learning Assistant position.
 - How could you help students feel like they belong in a course?

LA Course List

- Please see a full list of courses in the Application linked above