The University of Waikato

Te Whare Wānanga o Waikato

POSITION DESCRIPTION

Graduate Assistant

Reports to:	Head Tutor, CMS
Division:	School of Computing and Mathematical Sciences, STEM
Tenure:	Fixed Term
Location:	Hamilton
Date:	October 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The School of Computing and Mathematical Sciences comprises of four departments being the Departments of Computer Science, Software Engineering, Design and Mathematics. The Departments comprise of academic staff, technical support staff and academic support staff. The undergraduate programme covers a diverse range of papers, with students selecting an area of expertise from the fields of Machine Learning, Cyber-Security, Networks, Digital Libraries, Human Computer Interaction, Formal Methods, Design, Information Systems & Databases, Artificial Intelligence, and Software Engineering. Our research activities are based around seven research laboratories, involving research support staff and graduate students.

2. POSITION PURPOSE

This is a part-time, fixed-term position offering masters candidates exposure to academic life. Graduate Assistants give tutoring, marking, and related support to paper convenors.

Appointments are normally 8 hours per week on average. The term of appointment will normally be one academic year because of uncertain enrolments. The department determines each year or semester whether funding is available to appoint a graduate assistant to help with a particular paper.

Graduate Assistants are required to enrol in a masters programme within the relevant School/Faculty and maintain a satisfactory level of performance in their programme of study as well as in the performance of duties as a condition of employment.

3. FUNCTIONAL RELATIONSHIPS

Internal: Head/Dean
Other School/Faculty staff
Sessional Assistants
Students

4. KEY RESPONSIBILITIES

Graduate Assistants provide academic and administrative support to teaching staff, particularly paper convenors, within a clearly defined and supervised scope. Their contributions are an important supplement to the delivery of teaching but are not intended to replace the responsibilities of academic staff.

Under the guidance and supervision of paper convenors, Graduate Assistants may be involved in tasks such as tutoring, marking, and limited paper administration. Typical responsibilities may include leading tutorials or laboratory sessions, responding to student queries, or marking assignments using a provided rubric.
Administrative support tasks are to be carried out only under clear direction and within appropriate limits. These may include monitoring and contributing to discussion forums on Moodle, recording tutorial attendance, or assisting with the coordination of small group activities or tutorial/laboratory schedules.

Having regard to the aims and objectives of the University and the long-term strategic goals of the Faculty/School and the University:

Paper Administration

- Taking attendance in tutorials or labs.
- Coordinating tutorial sign-up sheets or group allocations.
- Uploading pre-prepared documents to Moodle.
- Assisting with scanning, photocopying, or preparing materials for teaching sessions.

Teaching Support

- Leading or co-leading tutorials, lab sessions, or workshops.
- Providing drop-in support hours or online office hours for student queries.
- Demonstrating procedures or software in practical classes (e.g., SPSS., NVivo, etc.).

Student Engagement

- Monitoring and responding to forum posts on Moodle.
- Supporting students with clarification on tasks or timelines.
- Helping organise peer study groups or informal academic support.

Marking and Feedback

- Marking student assessments using a provided rubric.
- Providing written feedback under the guidance of a paper convenor.
- Moderating assessments.
- Assisting with data entry of marks.

Academic Integrity

- Flagging suspected issues of plagiarism or academic misconduct for the convenor to review.
- Participate in training related to marking consistency or academic integrity.

Other

- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.
- Work effectively as a member of the <insert relevant team, department or division name> to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Any other duties that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

5. PERFORMANCE STANDARDS

The Graduate Assistant will be performing satisfactorily when:

- Teaching and other paper commitments are met to the satisfaction of paper convenors.
- Student learning is appropriately facilitated in accordance with School/Faculty, Division and University goals and objectives.
- Academic programmes are enhanced through curriculum development and the provision of quality teaching resources.
- Contributions made to paper administration and associated activities demonstrate initiative and a willingness to support School/Faculty goals and objectives.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards and statutory obligations are complied with.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- An undergraduate degree in a relevant discipline

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Organisational and administrative ability.

Preferred

- Some marking and assessment skills with high levels of accuracy.
- Skills in teaching at the tertiary level.
- Ability to use ICT to achieve desired outcomes and maintain and update those skills.

PERSONAL QUALITIES

- Self-motivation and a pro-active approach.
- Willingness to contribute and operate as part of a team.
- Ability to maintain a professional approach while under pressure.
- Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programmes, research and service.
- A commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

October 2026