Mawhiba Universal Enrichment Program
Job Responsibilities
Teaching Assistant (TA)

All staff members are expected to adhere to the Mawhiba standards of employee conduct; to contribute positively to the site's living and learning community; to ensure students' physical and emotional safety; to uphold and enforce site and program rules; and to perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

The primary responsibilities of teaching assistants (TAs) are:

- Providing academic support to students
- Assisting with the class paperwork
- Taking detailed notes on students' academic performance as directed by the instructor.
- Setting up demonstrations
- Preparing for and cleaning up after laboratory sessions
- Helping with administrative tasks such as typing and photocopying
- Generally helping to ensure that the class runs smoothly.

TAs also assist with general site administrative tasks, particularly on the student arrival and departure days, but occasionally at other times during the session.

Supervision:

TAs are supervised directly by their instructors and Oxmedica Program Director & Academic Directors. They are also supervised indirectly by Mawhiba.

Work Schedule:

TAs work seven days per week. TA work hours are primarily the hours students are in class and additional class planning and preparation time as requested by the instructors. Personal time is in the evening. On the weekends, TAs assist with and participate in all-program events. TAs have one day off during the program and must be scheduled by the in consultation with Oxmedica Program Director, Academic Director, instructor, and the responsible coordinator. TAs may not take classes or hold second jobs while employed by Mawhiba.

Live on campus:

TAs are required to live in campus during flowing days:

- Check in to the campus: 29th of June 2026.
- Check out to from campus: end of 23rd July or morning of 24th 2026.
- TAs must take this job as a full-time job during dates of their employment agreement.
- TAs may not take other classes, exams or hold second jobs while employed by Mawhiba.

- TAs are required to live on campus for the dates of their employment agreement even during weekends.
- TAs shall leave if all site-closing tasks are complete such as:
    - All students' checkout.
    - Inventory and packing of all course's supplies and materials.

Additional job responsibilities of the TA include but are not limited to:
Before Arriving at the Site:

1. Communicate with your instructors(tutors) to have a clear understanding about the study plan for the course.
2. Carefully read any program material you receive.
3. Be available for communications before program starts (Planning period).
4. Complete all required pre-program training.
5. Contact Oxmedica Program Director & Academic Director if questions arise.
6. Be sure that Mawhiba, Oxmedica, and University Teams have a telephone number, and email address where you can be reached before and during the program.

Before the Students Arrive:

1. Arrive on campus on 29th of June to get familiar with the program location and attend all sessions of the on-site staff training.
2. Meet with your instructor to review the course syllabus and to prepare for student arrival day.
3. Familiarize yourself with the course textbook and materials that you will receive.
4. Establish a working relationship with your students' resident assistants (RAs) and discuss supervision processes such as handoffs and supervision during meals.
5. Familiarize yourself with the laboratory safety and waste disposal policies of the host institution. Discuss with your instructor the specific safety instructions for your course.
6. Assist your instructor with a review of course laboratory equipment and supplies.

Arrival Day through the Last Day:

1. Assist with ground transportation for students arriving or departing at airports.
2. Greet and assist parents and students on the program Arrival Day.
3. Act as a positive role model in both attitude and behavior.
4. Attend all daily prayers in the residence hall or academic building mosque with the students and RAs.
5. Always remain on campus unless you have permission from the Oxmedica Program Director and Academic Director.
6. Speak in English whenever you are in the presence of Oxmedica staff.

7. List course and experiments supplies as inventory and make sure that they are documented and signed by TA, Oxmedica Program Director, Academic Director, or instructor in order to handle them and sign at the end of the program.
8. Attend the entire class, group project,& lectures hours during the program days.
9. Assist the instructor in administering the course pre- and post-assessments, maintaining classroom order, providing academic support to students, providing administrative assistance, and handling routine disciplinary problems. You may also teach a lesson on occasion, as requested by the instructor with instructor's presence.
10. Assist your instructor in conducting labs. Your duties are to secure the necessary equipment and supplies, to help enforce safety procedures, and to ensure that the lab is cleaned, and equipment properly stored at the end of the day and the end of the program.
11. You may be asked to conduct demonstrations or other procedures. You are not expected, or permitted, to run lab sessions by yourself. The instructor must always be present.
12. Maintain a master list of chemicals and other items purchased for your course from the host's stockroom and another list of any equipment broken or damaged by students or staff. These lists are submitted to the Oxmedica Program Director and academic director at the end of the program.
13. Make trips to local stores to purchase program supplies as requested by Oxmedica Program Director, Academic Director, or instructor and in coordination with the University's Program Director to assist you with where to find them.
14. Assist your instructor in taking steps to educate students about and to minimize opportunities for cheating, plagiarism, and other forms of academic dishonesty.
15. Take notes on each student's academic performance in class as requested by your instructor to help provide information for students' final evaluations.
16. Supervise students the entire academic day including lunch. When not officially on duty, be an active supervisory presence and address student safety and behavior issues whenever you are in the presence of students and report any incident to Oxmedica Program Director & Academic Director.
17. Consult regularly with RAs about the academic, social, and emotional welfare of your students.
18. Report immediately any disciplinary, medical, emotional, or academic problems a student may have to your instructor, Oxmedica Program Director & Academic Director.
19. Assist in ensuring the health and safety of all students by following site medical protocols. As requested by the host, assist not only with health office logistics such as escorting students to and from the office but also with urgent medical situations, which may require accompanying students to the emergency room or off-campus clinics.
20. Handle disciplinary issues according to guidelines established by Mawhiba.
21. Complete the incidents report to document a student's illness, injury, misconduct, and social and emotional issues.
22. Attend weekly meetings of academic staff and any additional meetings called by Oxmedica Program Director & Academic Director.

23. Greet and assist parents and guests on the program Closing Day.
24. Complete an evaluation of your instructor.
25. Ensure all course materials and supplies are collected regularly and stored in the designated inventory area to prevent last-day workload accumulation.

After Students Depart:

1. Assist with the site closing as requested.
2. Inventory and pack all classroom and labs supply and materials purchased for the program. Submit the inventory to the University's Program Director through coordinator.
3. Return all borrowed equipment and materials to the host and have their signatures of receiving material.
4. Identify all chemicals and specimens, including waste materials, and set them aside for your instructor to dispose of properly.
5. Inventory and pack all laboratory equipment and non-chemical supplies purchased for the program. Submit the inventory to University's Program Director through coordinator.
6. If all site-closing tasks are complete, TAs may leave day after the program ends.

Within the TA responsibilities, one key item deserves more detail:
Weekend and Residential Activities:

Since this is a residential program, it is vital that you understand what is happening both within and outside of class. You are expected to participate in weekend activities. With approval from your instructor, you are also encouraged to participate in some daily residential activities. Joining these activities enables you to engage with your students in a different setting, to see a different side of them, and to be a part of the program as a whole. Besides, students