Mawhiba Universal Enrichment Program
Job Responsibilities
Teaching Assistant (TA) Females

Program information:

Duration	3 Weeks	
Program format	Non-Residential Program: Sunday through Thursday; weekends are not included.	
Location	King Saud University, Riyadh	
Start Date	05-07-2026	Daily attendance is from 8:00 a.m. to 4:30 p.m. (You will be required to be present before program starts for planning and meetings)
End Date	23-07-2026	

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 students' daily attendance.
- 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 first day & last day.
- Assisting with taking students daily attendance.

Supervision:

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

Work Schedule:

Teaching Assistant (TA) work from Sunday to Thursday each week. TA work hours are primarily the hours students are in class and additional class planning and preparation time as requested by the instructors. TAs may not take classes or hold second jobs while employed by Mawhiba.

- 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 should not leave the program until all assigned closing tasks are complete.

Additional job responsibilities of the TA include but are not limited to:

Before Arriving at the Site:

1. Be sure that Mawhiba, Oxmedica, instructor, and University Teams have a telephone number, and email address where you can be reached before and during the program
2. Communicate with your instructors(tutors) to have a clear understanding about the study plan for the course.
3. Carefully read any program material you receive.
4. Be available for communications before program starts (Planning period).
5. Complete all required pre-program training.
6. Contact Oxmedica Program Director & Academic Director if questions arise.
7. You will be required to be present before the program start (2 weeks before program start) to get familiar with the location and activities classes and meet the program directors and supervisors.
8. Familiarize yourself with the building and classes locations.

Before the Students Arrive:

1. Arrive to Collage on Sunday July 5th, 2026, at 7:00 AM the first day start and the orientation to attend on-site staff training and activities supplies preparation.
2. Meet with your instructor to review the course syllabus and to prepare for student arrival day on Sunday.
3. Familiarize yourself with the course textbook and materials that you will receive.
4. 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.
5. Prepare for ice breaking activity related to the course to introduce yourself to students.
6. Assist your instructor with a review of course laboratory equipment and supplies.

Arrival Day through the Last Day:

1. Greet and assist students on the program first day.
2. Act as a positive role model in both attitude and behavior.
3. Always remain on college unless you have permission from Oxmedica or Mawhiba staff.

4. Speak in English, from your arrival to your departure, whenever you are in the presence of Oxmedica staff
5. 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.
6. Attend the entire class, lectures & group projects hours during the program days.
7. 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.
8. 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.
9. Take a daily attendance of all students in your course and log it daily in attendance sheet.
10. 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.
11. 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.
12. 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.
13. Assist your instructor in taking steps to educate students about and to minimize opportunities for cheating, plagiarism, and other forms of academic dishonesty.
14. Take notes on each student's academic performance in class as requested by your instructor to help provide information for students' final evaluations.
15. Supervise students the entire academic day including breaks. 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.
16. Report immediately any disciplinary, medical, emotional, or academic problems a student may have to your instructor, Oxmedica Program Director & Academic Director.
17. 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 clinics.
18. Handle disciplinary issues according to guidelines established by Mawhiba.
19. Complete the incidents report to document a student's illness, injury, misconduct, and social and emotional issues.

20. Attend weekly meetings of academic staff and any additional meetings called by Oxmedica Program Director & Academic Director.
21. Participate in planning and conducting closing day and ceremony.
22. Greet and assist parents on the program Closing Day.
23. Complete an evaluation of your instructor.
24. Report any damages to Oxmedica & university Directors
25. Ensure all courses materials and supplies are collected regularly and stored in the designated inventory area to prevent last-day workload accumulation.

Closing Day of the Program:

1. Assist with the site closing as requested.
2. Inventory and pack all classroom, laboratory and non-chemical supplies purchased for the program supply, and materials purchased for the program.
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. Submit the inventory to the University's Program Director.
6. If all site-closing tasks are complete, TAs may leave day after the program ends.