

**1. Recruiting for Teaching Assistants and Experimental Assistants for undergraduate courses**

**2. Number of Assistants: Check the number of available positions for each undergraduate course in the Integrated Information System (ZEUS).**

※ Preferred courses are only a reference. Recruits may be assigned to a different course.

**3. Teaching Assistant Criteria**

**A. Undergraduate students in 3<sup>rd</sup> year or higher**

**B. Graduate (Master's, Doctorate, Integrated Master's and Doctorate) students**

※ For compulsory service in the doctorate program, teaching assistants in charge of subjects at GIST College can be paid with assistant subsidy.

**4. Application Period: Feb. 14. – 21. 2024**

**5. Announcement** (only successful candidates will be contacted by e-mail)

**A. Announcement: Feb. 27. 2024**

※ Announcement for courses that have not been canceled after course registration.

**B. Additional Announcement: Mar. 4. – Mar. 6, 2024**

※ Announcement after the course registration change period ends depending on number of students and any cancellation or additional opening for assistants.

※ After the course registration change period ends (two weeks after the start of the course), any assistant cancellation or additional teaching assistant opening will be paid half the of the monthly allowance.

**6. Working Conditions**

A. Work Description: In principle, assistants work according to the relevant class schedule. Detailed work schedule and tasks to be performed need to be discussed

with the professor in charge of the course.

B. Working Period: Feb. 24 – Jun. 14, 2024 (4 months)

C. Criteria of GIST College TA allowance (for 4 months)

Division		Amount
Lecture class TA	Undergraduate student	200,000 won/ month
	Graduate student	250,000 won/ month
Experimental class TA	Graduate student	500,000 won/ month

## 7. How to Apply

### A. Access ZEUS>Student>조교신청사전동의(Prior consent for TA application)

- ※ Prior authorization is required before applying.
- ※ Check the checkbox and click the [확인] button.

### B. Access ZEUS>Student>Apply for Teaching Assistant

(Change the classification to "GIST 대학" (GIST College) and click the [조회] button.)

### C. Apply to the area that matches the department of the desired subject - department area - assistant division (class/experiment)

- ※ You can input your desired courses, but the assignment result might be different.
- ※ It is a general rule for one person to be in charge of one course.

## 8. Selection Method

- Students apply for teaching assistant -> Professors in each subject select assistants through ZEUS -> Announcement

- Based on the provided information, successful candidates will be selected and placed on the courses' department (class/experiment).
- **After the announcement date of successful candidates, information such as how to write a journal will be sent to each individual by e-mail.**
- **Recruitment may be cancelled or added depending on the number of students after the class registration period ends.**
- ※ **Teaching assistant recruitment will be cancelled if the number of undergraduate students is less than ten, in accordance with the standards of teaching assistant guidelines.**

## **9. Contact Info**

- Teaching Assistants for Undergraduate Courses: Section of Student Records (T. 2053)
- Teaching Assistants for Graduate Courses: Each department (faculty) office
- ZEUS support system related inquiry: Section of Information Technology (T. 2074, 2073)