

JOB ANNOUNCEMENT

*TO ESTABLISH A LIST OF ELIGIBLES FOR LIMITED TERM, PART-TIME POSITIONS
RELATED TO COURSE DISCIPLINE
(SUBJECT TO AVAILABILITY OF FUNDS – APPROVED ON SEMESTER BASIS)*

POSITION TITLE: TEACHING ASSISTANT

NATURE OF ACTION: **Unclassified Limited Term Appointment
Part-Time Employee (Undergraduate or Graduate Student)**

LOCATION: College of Liberal Arts & Social Sciences

SALARY RANGE: Undergraduate: \$12.37 – \$14.36 per hour
Graduate: \$15.56 – \$18.02 per hour
Maximum of 10 to 20 hours per week

OPEN DATE: February 19, 2026

DEADLINE FOR APPLICATION: Continuous by Semester Basis

ASSISTANTS FOR: FACULTY/INSTRUCTORS

DESCRIPTION OF DUTIES:

1. Assists faculty/instructor in the Communication, Media & Fine Arts Programs; DEAL Programs and Writing Center; Humanities Programs; Social & Behavioral Sciences Programs and CLASS Advisement Center; maintaining, opening, and securing labs, classrooms, and Lecture Hall or other assigned areas.
2. Undergraduate Teaching Assistants provide administrative support for a quiz, discussion, or laboratory sections and serve as class assistants, but may not perform teaching duties; Graduate Teaching Assistants will lead quiz, discussion, or laboratory sections, serve as class assistants or provide supervised teaching. A Graduate Teaching Assistant is usually a pre-masters or a graduate student.
3. Assists Instructors with student's attendance and quality of work in the course.
4. Assists Instructors in tutoring students in the course material. Preparation of tests with help of a study guide and other required materials.
5. Assist Instructors in grading tests and meet with students not meeting the required Grade average level of understanding about subject matters and comprehension of course materials.
6. Be a role model and guide to new students.
7. Performs daily checks and maintenance on individual computers regarding the condition of hardware and equipment. Assist faculty with setting up audio/visual equipment and troubleshoot connection issues in the classrooms/labs. Prepares power point system before class time. Reports any problematic conditions immediately to the instructor. Transfer needed apparatus in preparation for classes such as transcribing notes, locating pictures, and other materials needed to enhance the instructor's lecture.
8. Assures that needed supplies are available for instructor and student use. Organize part of the stockroom in preparation of laboratory classes.
9. Assist Instructors in class and coordination field trips and other extra credit events held on campus for students to attend.
10. Search for software related to the programs or lab teachings via the Internet. Report availability of software via Internet to instructors biweekly.
11. Monitors student sign-up sheets and availability of laboratory for classes or individual Faculty or student use.
12. Verifies and assures daily lab functions, reports progress or status to instructor or Supervisor.
13. Assist Instructor in the Experimental Psychology Animal Lab with the handling of live laboratory animals on a daily basis, responsible for the daily cleaning and feeding of the lab animals and have the required basic skills in writing and operating experimental software programs.
14. Maintain advisement calendar and outgoing log, student advisement files, send follow up email to students and various units on status on student forms.
15. Assists in other related duties assigned.

MINIMUM QUALIFICATIONS:

- Must be a current college student – Undergraduate Students with 61 credit hours and above in Academic Program; Graduate Students with 0-12 credits (refer to approved BOR No. 19-13); and
- Recommendation of Instructors

This announcement is on a semester basis only and availability of funds. For more information: Contact the CLASS Dean's Office at 735-2850~3 or the following Division Offices at CFA (735-2700), English & Applied Linguistics (735-2725), Humanities (735-2800), and Social & Behavioral Sciences (735-2870) eligible to hire Teaching Assistants.

The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

The University of Guam is an Equal Opportunity Employer and Provider:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the American with Disabilities Act. For Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Title IX Institutional Compliance Officer, Ms. , located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (COR).


Dr. James D. Sellmann, Dean

Revised 03/20/26



**UNIVERSITY OF GUAM
UNIBETSEDÁT GUÅHAN
Board of Regents**

Resolution No. 26-12

**RELATIVE TO UPDATING THE TEACHING ASSISTANT PAY SCALE FOR UNDERGRADUATE
AND GRADUATE STUDENTS**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant and Sea Grant institution accredited by the Western Association of Schools and Colleges Senior College and University Commission serving the post-secondary needs of the people of Guam and the region;

WHEREAS, pursuant to 17 GCA § 16136, the Board of Regents (BOR) Articles of Incorporation, and the BOR Bylaws, the BOR is authorized to adopt rules and regulations governing student employment;

WHEREAS, Teaching Assistants support the student's University experience with the opportunity to earn supplementary income while gaining valuable classroom experience supporting faculty with their primary role with teaching and classroom activities;

WHEREAS, Teaching Assistants often take on responsibilities such as grading, providing one-to-one student support, and assist with multiple sections of classes;

WHEREAS, the last review and revision to the Teaching Assistant pay scale was in April 2019, pursuant to BOR Resolution 19-13;

WHEREAS, a needed update is necessary to bring the TA pay rate to comparable internship pay across University programs;

WHEREAS, the 22% General Pay Plan increase in 2023 was applied to all classified service staff and University Professional/Technical employees excluding Teaching Assistants hence the need for this adjustment;

WHEREAS, alignment with the University General Pay Plan Grade E for undergraduates and Grade H for graduate students would reflect a proportionate increase; and

WHEREAS, the updated increase ensures fair compensation that promotes a more equitable and just work environment across UOG's classrooms.

WHEREAS, the BOR Academic, Personnel and Tenure committee has reviewed this action and recommends this be sent to the full BOR for approval.

NOW, THEREFORE, BE IT RESOLVED, that the BOR hereby approves the enclosed Teaching Assistant pay scale for undergraduate and graduate students.

Adopted this 19th day of February, 2026.

Mike W. Naholowaa, Acting Chairperson

ATTESTED:

Anita Borja Enriquez, D.B.A., Executive Secretary

Exhibit 1: Proposed Teaching Assistant Pay Scale Update

University of Guam
Human Resources Office
Teaching Assistant Pay Scale

Undergraduate

Grade	Rate
Undergraduate Step 1	\$12.37
Undergraduate Step 2	\$13.33
Undergraduate Step 3	\$14.36

Graduate

Grade	Rate
Graduate Step 1	\$15.56
Graduate Step 2	\$16.76
Graduate Step 3	\$18.05

Undergraduate Teaching Assistant (TA)

Step 1: (Grade E), 0-30 credits; starting pay is \$12.37 per hour.

Step 2: (Grade E), 31-90 credits + one semester TA experience; starting pay is \$13.33 per hour.

Step 3: (Grade E), 91+ college credits + 1 year or two semesters TA experience; starting pay is \$14.36 per hour.

Graduate Teaching Assistant (TA)

Step 1: (Grade H), Bachelor's Degree + less than 1-year TA experience or (1-12 graduate credits); starting pay is \$15.56 per hour.

Step 2: (Grade H), Bachelor's Degree + 1-year (or two semesters) TA experience or (13-20 graduate credits); starting pay is \$16.76 per hour.

Step 3: (Grade H), Bachelor's Degree + 2-year (or four semesters) TA experience or (more than 20 graduate credits); starting pay is \$18.05 per hour.

Job Description

Teaching Assistant (Undergraduate)

Undergraduate Teaching Assistants provide administrative support for quiz, discussion, or laboratory sections and serve as class assistants. Faculty or other academic personnel should provide appropriate guidance and feedback, particularly in cases where Undergraduate Teaching Assistants are filling new roles and engaging in activities that are new to them. Undergraduate Teaching Assistants may not perform teaching duties.

Note: This Teaching Assistant Pay Scale is managed by the UOG Human Resources Office

Exhibit 1: Proposed Teaching Assistant Pay Scale Update (continued)

Teaching Assistant (with a Bachelor’s Degree and/or Graduate Student status)

Graduate Teaching Assistants lead quiz, discussion, or laboratory sections, serve as class assistants, or provide supervised teaching. Faculty or other academic personnel should provide appropriate guidance and feedback, particularly in cases where Graduate Teaching Assistants are filling new roles and engaging in activities that are new to them. A Graduate Teaching Assistant is usually a pre-master’s or a graduate student.

University General Pay Plan

Government of Guam - General Pay Plan - 2023

Graduate TA →	Pay Grade	H-01	H-02	H-03	H-04	H-05
	Per Annum	\$32,355	\$33,581	\$34,853	\$36,173	\$37,545
	2080 hours	\$15.56	\$16.14	\$16.76	\$17.39	\$18.05
	Pay Grade	G-01	G-02	G-03	G-04	G-05
	Per Annum	\$30,169	\$31,313	\$32,498	\$33,731	\$35,008
	2080 hours	\$14.50	\$15.05	\$15.62	\$16.22	\$16.83
Undergraduate TA →	Pay Grade	F-01	F-02	F-03	F-04	F-05
	Per Annum	\$28,269	\$29,340	\$30,452	\$31,606	\$32,804
	2080 hours	\$13.59	\$14.11	\$14.64	\$15.20	\$15.77
	Pay Grade	E-01	E-02	E-03	E-04	E-05
	Per Annum	\$25,736	\$26,712	\$27,724	\$28,774	\$29,865
	2080 hours	\$12.37	\$12.84	\$13.33	\$13.83	\$14.36

Note: This Teaching Assistant Pay Scale is managed by the UOG Human Resources Office

Exhibit 2: Teaching Assistant Pay Scale adopted by BOR Res. 19-13

**University of Guam
Human Resources Office
Teaching Assistant PayScale
March 14, 2019**

Modified for Consideration by Deans & BOR Relative to Alignment with BOR-Approved UGPP

Teaching Assistant

	Steps				
	2	3	4	5	6
Undergraduate	\$9.50	\$9.66	\$10.23	\$10.62	\$11.02
	1	2	3	4	5
Graduate	\$12.75	\$13.23	\$14.25	\$14.80	\$15.36

Undergraduate Teaching Assistant	Step 2	Undergrad Student with 61 - 90 credits IN ACADEMIC PROGRAM
	Step 3	Undergrad Student with 90 or more credits IN ACADEMIC PROGRAM
Graduate Teaching Assistant	Step 1	Grad Student with 0 - 12 credits
	Step 2	Grad Student with 7 - 13 credits IN ACADEMIC PROGRAM and 1 year Teaching Assistant Experience
	Step 3	Grad Student with 14 - 20 credits IN ACADEMIC PROGRAM and 2 years Teaching Assistant Experience
	Step 4	Grad Student with 21 - 27 credits IN ACADEMIC PROGRAM and 3 years Teaching Assistant Experience
	Step 5	Grad Student with 28 or more credits IN ACADEMIC PROGRAM and 4 years Teaching Assistant Experience

**Job Description
Teaching Assistant
(Undergraduate)**

Undergraduate Teaching Assistants provide administrative support for quiz, discussion, or laboratory sections and serve as class assistants. Faculty or other academic personnel should provide appropriate guidance and feedback, particularly in cases where Undergraduate Teaching Assistants are filling new roles and engaging in activities that are new to them. Undergraduate Teaching Assistants may not perform teaching duties.

Teaching Assistant

(with a Bachelor's Degree and/or Graduate Student status)

Teaching Assistants lead quiz, discussion, or laboratory sections, serve as class assistants, or provide supervised teaching. Faculty or other academic personnel should provide appropriate guidance and feedback particularly in cases where Teaching Assistants are filling new roles and engaging in activities that are new to them. A Teaching Assistant (Graduate) is usually a pre-master's or a graduate student.

Note: This Teaching Assistant Pay Scale is managed by the UOG Human Resources Office