



CENTER FOR TEACHING & ASSESSMENT OF LEARNING GRADUATE ASSISTANT

2017-2018 Academic Year

20 hours per week

Open to doctoral applicants from all departments who have ABD status

Graduate assistantship only includes a stipend (**does not cover tuition and fees**)

POSITION DESCRIPTION

The Center for Teaching & Assessment of Learning (CTAL) seeks a doctoral student interested in studying teaching and learning in higher education, providing instructional support for faculty and graduate teaching assistants (TAs), and applying educational research methods to college teaching practice. Prior teaching experience at the college level is required. The graduate assistantship is under the supervision of the Assistant Director, CTAL. The Graduate Assistant would be responsible primarily for:

- Assist in the planning, facilitation, and evaluation of CTAL-sponsored events
- Develop, facilitate, and evaluate instructional sessions for graduate TAs
- Consult with graduate TAs on teaching issues
- Refine course curricula for and potentially co-teaching UNIV 600 and 601 seminar courses
- Maintain and contribute content to the CTAL website (Wordpress maintenance)
- Manage communication about CTAL events via Twitter, writing for the Faculty Commons Newsletter, creating articles for UDaily, and potentially through a podcast.
- Use Microsoft Office products (Word, PowerPoint, and Excel) and Google products for collaboration (Documents, Sheets, Slides) and Qualtrics Survey software
- Prepare literature reviews and annotated bibliographies on higher education topics

The Graduate Assistant must be comfortable working in a collaborative environment and have strong interpersonal skills, as s/he will interact with faculty, staff, and other faculty development service providers. The ability to work autonomously on projects, with excellent time-management and organizational skills is imperative. Excellent oral and written communication skills and professional fluency in spoken and written English are required. The Graduate Assistant must be able to commit to a consistent work schedule throughout the academic year and is expected to disclose any anticipated travel or research requirements at the start of the appointment. **Applicants who are available to start in June of 2017 should indicate this in their application; CTAL will also be hiring a summer graduate assistant.**

To apply, interested doctoral students need to submit the following materials no later than **Monday, May 15, 2017**:

- Curriculum Vitae
- Letter of application, including section on teaching philosophy
- Letter of reference from faculty advisor
- Letter of reference from department chair

Please send complete application packet to Rose Muravchick (contact information is below). Electronic submissions are acceptable.

Rose Muravchick, Ph.D.
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