CTAL GRADUATE ASSISTANT POSITION
APPLICATION DEADLINE: MAY 10TH

CTAL IS SEEKING A GRADUATE ASSISTANT FOR THE 2019-2020 ACADEMIC YEAR
20 hours per week
Open to doctoral applicants from all departments
Graduate assistantship only includes a stipend ($21,000).
CTAL does not cover tuition and fees; home departments may.

POSITION DESCRIPTION

The Center for Teaching & Assessment of Learning (CTAL) seeks a doctoral student who is interested in studying teaching and learning in higher education, providing instructional support for other graduate teaching assistants (TAs), and applying educational research methods to college teaching practice. Under the supervision of CTAL's Assistant Director, the Graduate Assistant is primarily responsible for:

- Assisting in the planning, facilitation, and evaluation of CTAL-sponsored events
- Developing, facilitating, and evaluating instructional sessions for graduate TAs including TA Orientation
- Managing communication about CTAL events via partnership with the Office for Graduate and Professional Education, social media, bulk messaging, and other communication avenues
- Preparing literature reviews and annotated bibliographies on higher education topics
- Conducting analysis of assessments related to teaching and learning activities of the center
- Supporting broad CTAL initiatives related to teaching, assessment, and student learning

Required Qualifications:

- Experience as a TA or instructor of record
- Comfort working in a collaborative environment and strong interpersonal skills, as s/he will interact with faculty, staff, and other faculty development service providers
- Ability to work autonomously on projects
- Excellent time-management and organizational skills
- Excellent oral and written communication skills and professional fluency in spoken and written English are required
- Proficiency in Google Suite (Slides, Docs, Sheets) and Microsoft Office (Word, Excel, PowerPoint)
- Ability to lift objects, move furniture, and assist with event set-up tasks

Preferred Qualifications:

- An interest in pursuing a career in faculty development or educational research
- Quantitative and/or qualitative research experience in the social sciences, education, or related field
- Survey software experience (e.g. Qualtrics)

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 commitments at the start of the appointment.
To apply, interested doctoral students need to submit the following materials no later than **Monday, May 15, 2019**:

- Curriculum Vitae
- Letter of application including section on teaching philosophy, which demonstrates the applicant’s relevant experiences with teaching and learning. One page maximum.
- Letter of support from faculty advisor (may arrive under separate cover)

Please send application packet as a single PDF to Rose Muravchick (contact information is below). Letters of support should be emailed directly. Electronic submissions are preferred.

Rose Muravchick, Ph.D.
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