Teaching and Learning Faculty Support Graduate Intern

General Description

This position supports the staff for faculty development on Teaching and Learning topics in the Centers for Teaching and Technology (CT2). This position will begin the Spring 2018 Semester.

The Centers for Teaching and Technology provides teaching support to departments, faculty, and Graduate Teaching Assistants through orientations, conferences, workshops, and seminars, personal and unit consultation, and program planning. The Graduate Intern will assume instructional support, research, and administrative tasks, assisting professional staff in the mission of the office. Note that the mix of actual activities will be determined by unit needs and individual skills. Qualified applicants will demonstrate an interest in the subjects of teaching and learning as well as a familiarity with the services the CT2 provides for faculty and graduate students.

Duties and Responsibilities

The Teaching and Learning Graduate Intern is administratively responsible to the Director of the Centers for Teaching and Technology, although she/he works with all full-time staff members of the CT2 on projects for which they are responsible. The Teaching and Learning Graduate Intern works twenty (20) hours a week in the CT2 office.

General Duties will include but are not limited to the following:

- Identifying and researching topics of interest to graduate student instructors
- (Co-)Design and (co-)facilitate Graduate Learning Community (GLC) sessions based on research
- Participating in observation of and preparing written feedback for graduate student teachers
- Updating social media sites with CTL events and announcements
- Supporting the editors of ijSoTL through communication with authors, review of submissions, and formatting of articles for publication
- Assisting in the development, scheduling, publicizing, and presentation of workshops and seminars on teaching (focused primarily on face-to-face instruction)
- Providing administrative support for programs managed in collaboration with other units
- Writing, editing, and proofreading
- Collecting and analyzing qualitative and/or quantitative data
- Other duties as assigned

Position Requirements

- Proficiency formatting documents for publication in MS Word
● Professionalism and attention to detail
● Strong organizational skills and interpersonal skills
● Outstanding oral and written communication skills
● Self-motivated and capable of working with minimal supervision
● Ability to work with diverse populations
● Strong academic research skills
● Interest in pedagogy and diverse approaches to teaching and learning
● Academic requirements:
  ○ Unconditionally accepted into a Graduate School Program;
  ○ Cumulative GPA 3.0; and
  ○ A minimum of nine hours per semester unless a waiver is obtained through the Graduate School.
(http://cogs.georgiasouthern.edu/new-current-students/graduate-assistantships-information/)

Preferred Qualifications:

● Experience as a teacher (in higher education, K-12, or as a tutor) or workshop facilitator
● Scheduled to graduate in Spring 2019 or later
● Attended (or willing to attend) Teaching and Learning Essentials for Higher Education

Remuneration:
The graduate student hired for this position will receive a stipend, paid monthly according to the schedule developed by the Graduate School. Graduate assistants also receive a tuition waiver of the standard in-state and out-of-state tuition but must pay a reduced matriculation fee of $25 per semester along with all assessed university fees. Some programs are approved to charge a premium tuition rate that is not covered by the standard tuition waiver. Graduate assistants are responsible for paying all University Fees and the Technology Fee each semester. As this position is classified as a graduate assistantship, Georgia Southern University Employee benefits are not provided.
(http://cogs.georgiasouthern.edu/new-current-students/graduate-assistantships-information/)

If you are interested in the position, please submit the following materials:
  ● Cover letter (should address the applicant's qualifications in relation to the specific position description for which she/ he is applying)
  ● Resume/Curriculum Vitae
  ● Names and contact information of 2 references who can speak specifically to the applicant's skills and preparation for this position
Please contact Lauren Barbeau at lbarbeau@georgiasouthern.edu with any further questions.