Experiential Learning Teaching Assistant

General Summary:

The Experiential Learning TA will assist in all aspects of planning and implementation of the academic courses offered by the Office of Career and Professional Development. The Teaching Assistant will report to the Coordinator of Experiential Learning Instruction.

- Assist in the development and implementation of curriculum for all academic courses
- Aid in the maintenance and updating of student information and grades for all academic courses
- Instruct, under the guidance of the Coordinator of Experiential Learning Instruction, one or more courses per semester
- Assist in researching topics related to student development, course curriculum, Emotional Intelligence, and Experiential Learning
- Regularly and effectively collaborate with the Employer Relations to enhance office efforts and maximize student success
- Represent the Office of Career and Professional Development at information sessions, on-campus interviews and career fairs

Secondary Duties Performed by All GAs

- Conduct mock interviews providing constructive feedback to students
- Critique résumés and job search correspondence as well as offer assistance in the job search process
- Conduct workshops/presentations as needed regarding the Office and its services/programs

Desired skills/traits for the position are: excellent attention to detail, flexibility, independence within a team, and an engaging, positive attitude. The Experiential Learning TA will need to demonstrate effective leadership skills and a passion for student success. The TA needs to be knowledgeable of Folio, Eagle Career Net, and Microsoft Office Suite (especially Word, Excel, and PowerPoint), as well as an ability to learn other computerized programs quickly.

The Experiential Learning TA needs to be an effective communicator (listening, articulating questions, and presenting clearly) to students in all courses, as well as employers, staff, and faculty of the university. The TA must demonstrate a high standard of professionalism.

May be required to work flexible schedule potentially including some weekends, early mornings and nights during events and other office functions.