The Center for Teaching Excellence invites applications for a Graduate Assistant. A GA’s primary function in the Center for Teaching Excellence (CTE) is to assist faculty members improve their teaching, often through technology. He/she fulfill this role as trainers, helping faculty take advantage of available instructional technologies, as well as pedagogical consultants. A GA does not develop courses or technology interventions for faculty members, but instead offer consultation and training to the faculty members with whom they work, enabling and empowering individual faculty members (and their assistants) to do the work themselves.

The CTE is currently seeking one GA to assist our Instructional Design staff.

The GA position includes the following responsibilities:

- Helping instructors and their assistants with the learning management system and other tools like lecture capture, clickers, and MediaKron;
- Assisting in the development of faculty courses and special projects;
- Contributing to online documentation;
- Assisting with individual and group training sessions for instructional technologies and pedagogies;
- Maintaining records of their work with instructors and assistants;
- Investigating new technologies as they apply to their work with instructors;
- Being readily available to assist instructors in preparing for the start of the semesters in August and January;
- Participating in regular staff meetings.

The GA should be familiar with a number of web technologies, and they are expected to become proficient with all supported instructional technologies. The CTE offers robust training for all new GAs.

The position starts as soon as possible. The GA works 20 hours a week over the summer and 15 hours per week during the academic year. GAs receive a yearly stipend of $21,000 over 12 months. Vacations in late August and early January are not possible given the constraints of the work.

To apply, please send your cover letter and resume to the Academic Resources and Operations Specialist, Shirley Cho at shirley.cho@bc.edu.