Apprenticeship in College Teaching (ACT) Coordinator Job Description

The Center for Teaching Excellence invites applications for a graduate student to serve as the Apprenticeship in College Teaching (ACT) Coordinator. The ACT Coordinator administers the CTE’s certificate program for graduate students interested in pursuing higher education teaching careers. The ACT Coordinator manages all of the day-to-day logistics of the ACT program and, depending on level of experience, also has the opportunity to take on mentoring roles for graduate students in the program. The ACT Coordinator also supports the CTE’s mid-semester course assessment program for graduate students, which offers services to help TFs gather confidential feedback on their teaching midway through a course. The ACT Coordinator reports to the Programs Manager and also provides research and other assistance to the Director of Faculty Programs, as needed.

Responsibilities

The ACT Coordinator position includes the following responsibilities:

- Administering the ACT Seminars, which includes posting registration information, managing attendance, communicating with workshop leaders and participants prior to the event, and attending workshops.
- Corresponding with ACT participants regarding signing up for the program, upcoming ACT Workshops, and their completion status, as well as responding to questions about the program.
- Maintaining records related to the ACT program. This includes tracking the semester’s workshop dates and topics, individual workshop attendance and materials, completion status of participants and their related documents, and the distribution of certificates of completion.
- Conducting research and creating resources relevant to the ACT program and graduate student teaching at the University.
- Collaborating regularly with the Director of Faculty Programs, Programs Manager, and Instructional Designers in addition to attending office-wide staff meetings.

Qualifications

Qualified applicants will be “self-starter” who are creative in their approach to problem solving, comfortable working both independently and collaboratively, and open to constructive feedback. In addition, strong candidates will have:

- Strong organizational and time-management skills;
- Good communication and interpersonal skills;
- Prior teaching experience and/or experience in the ACT program preferred; and
- Familiarity with Microsoft Office, Google Drive, and Canvas and a willingness to learn new technologies necessary for the role.

This position requires 20 hours of work per week during the summer and 15 hours per week during the academic year. This position provides a yearly stipend of approximately $21,000 over 12 months and tuition remission of $3,000. The start date for this position is June 1, 2018 (the start date is open to negotiation).

To apply, please send a cover letter detailing your qualifications for the position and a C.V. to Shirley Cho at shirley.cho@bc.edu. Applications will be accepted until the position is filled. The CTE will begin reviewing applications March 12, 2018.