Center for Teaching Excellence Graduate Assistant (GA) Job Description

The Center for Teaching Excellence invites applications for a Graduate Assistant. The primary function of GAs in the Center for Teaching Excellence (CTE) is to help faculty members and graduate students improve their teaching. They fulfill this role as pedagogical consultants and workshop leaders for instructors from across the university. GAs do not develop courses or pedagogical 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 the Director of Faculty Programs.

The GA position includes the following responsibilities:

- Meeting one-on-one with faculty members and graduate students for pedagogical consultation;
- Assisting in the development of faculty courses and special projects;
- Administering the Apprenticeship in College Teaching program, a series of training workshops for graduate student teachers;
- Helping instructors and their assistants with the learning management system and other tools like lecture capture, clickers, and MediaKron;
- 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;
- Being readily available to assist instructors in preparing for the start of the semesters in August and January;
- Participating in regular staff meetings.

GAs 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.

This position includes 15 hours per week during the summer and during the academic year, and includes a yearly stipend of approximately $18,250 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 Shirley Cho: shirley.cho@bc.edu.