Graduate Technology Assistant Job Description

Morrissey College of Arts and Sciences / Center for Teaching Excellence, Boston College

MCA&S and the CTE invite applications for MCA&S Graduate Assistants to serve in the role of Graduate Technology Assistant (GTA). GTAs provide hands-on assistance to designated A&S faculty in developing course content, activities and assessments in Canvas and other CTE supported instructional technologies, for use in AY 2020-21. The CTE offers training for all GTAs.

The graduate assistants in this role report to the Assistant Director for Faculty Programs. Applicants with diverse backgrounds, experiences, abilities, and perspectives are encouraged to apply. This is a role that can be completed remotely in Fall 2020, but may shift to an in-person role once consultations are considered safe to conduct in person.

The GTA position includes the following responsibilities:

Primary Responsibilities

- Meet with faculty members to determine their needs for content development and agree on work to be done.
- Complete development with tools such as Canvas Modules, Assignments, and Quizzes.
- Attend weekly check-in meetings with CTE staff and other GTAs, consult with CTE Supervisor individually as needed for trouble-shooting
- Maintain records of their work with instructors.
- As time permits, help with documentation or other CTE projects that will directly benefit MCA&S

Qualifications

Qualified applicants will be “self-starters” 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:

- Familiarity with Canvas, Zoom, Google Drive, and Microsoft Office, and a willingness to become proficient with all supported instructional technologies;
- Good communication and interpersonal skills;
- Strong organizational and time-management skills; and
- Prior teaching experience desirable

This position starts on September 14, 2020, or as soon as possible afterward. GTAs work 9 hours per week through the end of the academic year and receive a monthly stipend of $978.86.
Please submit your resume and cover letter to Sarah Castricum, Assistant Director for Faculty Programs (bestsa@bc.edu). Applications will be accepted until the position is filled. The CTE will begin reviewing applications on September 1, 2020.