

## **JOB DESCRIPTION: GRADUATE ASSISTANT (Reinert Center for Transformative Teaching and Learning)**

### **POSITION SUMMARY**

Under general direction from Center leadership, this position implements instructional development programs, such as workshops for graduate students; researches teaching and learning topics; consults with graduate students about teaching; administers two certificate in University Teaching Skills programs; and assists Center staff with design, implementation, and assessment of programs.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

May include any/all of the following:

1. Administer certificates in University Teaching Skills program, including: setting up Praxis workshops; working with participants and tracking their progress; communicating with speakers and preparing materials; facilitating book club discussions; and evaluating teaching portfolios.
2. Facilitate online courses for Principles certificate, and work with participants to develop their teaching philosophies and teaching/course materials.
3. Organize and facilitate orientation sessions for the Center programs and for University-wide orientation for new teaching assistants.
4. Conduct mid-semester focus groups with students upon instructor request.
5. Conduct confidential teaching consultations with graduate student instructors.
6. Organize and contribute to Center publications and web-based resources (e.g., online newsletter, social media presence, etc.).
7. Conduct research on teaching and learning, emerging learning technologies, learning space design, and potential funding sources, and other relevant topics; may include assisting with study design, IRB approval, and grant research.
8. Assist in creating and facilitating new services and programs for graduate students.
9. Provide support and/or training for learning technologies and the Reinert Center Learning Studio.
10. Other duties as assigned.

### **KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS**

Successful applicants for this position will:

- Possess excellent organizational skills
- Possess excellent written and oral communication as well as presentation skills
- Have some teaching or teaching assistant experience at the University level
- Have familiarity with the Reinert Center Certificate program
- Be a self-starter with ability to work as part of a team
- Have the ability to handle multiple projects simultaneously
- Have familiarity with Canvas and other teaching technologies
- Be able to maintain confidentiality and respond sensitively to teaching challenges
- Have an interest in pedagogy and in university-level teaching as a profession

Priority consideration will be given to applicants who are currently active in the Center's University Teaching Skills program or who have previously completed one of the certificates in that program, and who have some teaching or teaching assistant experience at the University level.

### **MINIMUM QUALIFICATIONS**

To be eligible for this position, applicants must possess an earned MA or MS degree and must be enrolled as a full-time student in a SLU doctoral program for the award period (July-May). They must also be in good academic standing maintaining a minimum 3.0 GPA, be eligible to receive assistantship funding in their home department, and be eligible to work 20 hours per week, starting on July 1, 2024.

**APPOINTMENT DETAILS**

This is an eleven-month appointment, beginning on July 1, 2024, and ending on May 31, 2025. GAs work 20 hours per week (excluding holidays and University breaks), during normal Center business hours.

Reinert Center GAs earn a monthly stipend consistent with University assistantship funding levels within the student's academic unit, a tuition scholarship of eighteen (18) total credit hours over the Fall and Spring semesters at the graduate tuition rate, and health insurance. This is a one-year assistantship, which is potentially renewable for one additional year.

**EDUCATIONAL BENEFITS**

The Reinert Center for Transformative Teaching and Learning is committed to developing its graduate assistants in a variety of ways, so that there is educational and professional benefit to the work they do in the Center. This assistantship will allow graduate students interested in university-level teaching to explore and expand their knowledge of teaching practices, learning theories, and learning technologies, and to apply their learning by facilitating workshops and online seminars, and assisting with instructional development programs. GAs receive extensive orientation to the Center's mission, services, and programs, and may attend all workshops, seminars, and webcasts hosted by the Center. Additionally, they receive mentoring in other areas related to their future academic careers.