

Student Affairs Administration

Teaching Graduate Assistant



College of Education

About our Position:

The Student Affairs Administration (SAA) Master of Science program is focused on helping students achieve knowledge, skills, and competencies for successful work in Higher Education upon graduation. The SAA Teaching Graduate Assistantship allows graduate students to actively apply for their graduate work while teaching first-year students in TECH 1013 (Introduction to the University) or TECH 1001 (Orientation to the University) courses.

Position Summary:

The Teaching Graduate Assistants (TGA) will report to Dr. Dana J. Tribble. This is a position from August to December or January to May which can be renewed each semester depending on satisfactory supervisor and student evaluations. The position requires 20-hours of work per week. TGA's will be required to teach during the week and not be required to work evenings or weekends.

Essential Duties and Responsibilities:

The SAA Teaching Graduate Assistant performs the following duties:

- Attends training and weekly meetings
- Prepares lesson plans for each week's content
- Teaches up to 6-hours of TECH 1013 and/or TECH 1001 courses in respectful and engaging ways.
 - Prepares and deploys learning exercises and assessments in class
 - Grades & responds to all student work, exercises, and assessments fairly
 - Records grades frequently and accurately in Blackboard
- Receives feedback from supervisor and students and makes changes accordingly
- Is present for scheduled office hours, classes, and required meetings
- Is a team player – consistently supports fellow TGA's and supervisor
- Engages in professional development opportunities
- Assists in departmental duties (marketing, recruiting, social media, etc.)
- Participates in the graduate college research symposium

Knowledge, Skills, and Abilities:

- Interpersonal and mentoring skills
- Organizational skills
- Blackboard, email, and other technology
- Strong writing and verbal skills
- Time and task management skills
- Attention to detail (grading)
- Responsible and independent worker
- Problem-solving skills
- Professional interactions with students, faculty, and staff
- Willing to practice and enhance presentation and speaking skills
- Punctual and consistent attendance

Preferred Knowledge and/or Characteristics:

- Knowledge of ATU campus resources, general practices, and requirements
- Prior teaching experiences (maybe informal teaching experiences or student teaching)
- Involved in campus organizations or clubs while an undergraduate
- Moderate to high undergraduate GPA (3.0 to 4.0)

Remuneration:

The TGA will receive a monthly stipend (money) and a tuition waiver for up to 18-credit hours per academic year (July 1- June 30). The TGA is responsible for other fees and living expenses.

If you are interested, please submit a cover letter, CV/resume, and three references to:
dtribble3@atu.edu