CTL Graduate Assistant

Center for Teaching and Learning Graduate Assistant (Instructional/Research)  
July 2017-May 2018

Title:  
Instructional/Research Assistant for the Center for Teaching and Learning

Stipend:  
- $17,280 annually (pro-rated for doctoral student with master's completed), OR  
- $14,400 annually (pro-rated for master's student)

Position Summary:  
To assist with the various programs, projects, and initiatives within the Center. The GA will be responsible for conducting independent and collaborative analysis, design, development, implementation, and evaluation of projects. This position requires a firm understanding of the teaching and learning process, instructional design, and educational research. The position is to begin on 7/10/2017 and continue through 5/31/2018, and the GA will work 20 hrs per week during regular CTL operating hours (i.e., M-F, 7 a.m. – 5 p.m.).

Desired Qualifications:  
Doctoral student in Education desired, master's acceptable. Must have classroom teaching experience or some kind of instructor-led training experience. Must be able to work independently on advanced projects. Must be able to use Excel and other appropriate tools to analyze data. Strong interpersonal skills and communications skills are required.

Primary Areas of Responsibility:  
The GA will be responsible for a variety of activities, including but not limited to the following:  
- Conduct educational research which would enhance campus understanding of teaching and learning processes  
- Support staff in their efforts to assess learning, implement and document impact of instructional innovation  
- Conduct usability tests and write up/present results  
- Analyze data and present findings  
- Design instructional and informational print and web-based materials for the Center and for faculty  
- Conduct needs assessments  
- Assist with instructional events hosted by Center  
- Lead instructional training for GTAs
Application Process

1. Review the Graduate Assistant Position Description
2. Fill out the Graduate Assistant Application:
3. Submit application, transcript (unofficial accepted), current resume, cover letter, and at least one writing sample by mail to: ctl@uncc.edu
4. Application Deadline: June 30, 2017
5. You will be contacted for an interview.

Questions?

For additional information, please contact the Center for Teaching and Learning at ctl@uncc.edu. Please, no walk-ins.