

Title: Graduate Assistant for Innovative Teaching Programming

Department: [Center for Innovation in Teaching and Learning](#)

Position Type: This is a combined position equating to year round compensation with an anticipated start date of June 2023.

- Fixed length hourly summer employment; 10-40hrs/week
- Fixed length; Graduate Assistantship (academic year) 20hrs/week.

Purpose: The Center for Innovation in Teaching and Learning (CITL) supports the University of Maine's teaching mission by supporting graduate students, part-time and full-time faculty to build innovative, inclusive and effective practices into their teaching. The GA for Innovation Teaching Programming works primarily to identify and promote resources for graduate students at UMaine. As a part of a team and individually, they will help develop and coordinate training and non-credit courses particularly for graduate students on various topics related to innovative and effective teaching in higher education. The GA will help envision recruitment strategies and serve as a primary liaison between the graduate student population and CITL. As a benefit, the GA in this position gains exposure and experience around current trends and practices in teaching and learning in higher education. Previous experience with effective teaching in higher education is not required.

Primary responsibilities as assistant to the Director of Faculty Educational Development at CITL:

- Help plan, coordinate, implement and evaluate the [Teaching Tips & Techniques for TAs](#) (fall) and the [Graduate Teaching Academy](#) (spring) programs. (These programs are held on Wednesday and Friday midday, so availability from 11:00am-2:00pm on one of these days is an important consideration.)
- Create, organize and distribute information about upcoming programs and events at CITL.
- Collect, organize, evaluate and report on participation data.
- Research topics related to innovation in teaching and learning and create relevant support documentation (for example, new research in graduate student and faculty teaching training and development, new approaches to teaching and design, effective use of new instructional technologies).
- Maintain and update resources and events related to teaching and learning on the CITL Wordpress website.
- Additional opportunities based on interest as needed.

Knowledge and Skill Qualifications:

- Comfortable working alongside diverse groups of faculty and graduate students.
- Proficient with Google Suite (Drive, Sheets, Slides and Forms).
- Familiarity with webpage and LMS design and organization (Wordpress, Google Sites, Brightspace).
- Excellent oral and written communication skills and comfort communicating with a variety of audiences (e.g., faculty, graduate students, staff).
- Excellent attention to detail, proofreading and editing skills.
- Ability to be self-directed, work independently and troubleshoot challenges.
- Strong organizational skills.
- Experience with or strong interest in teaching in higher education settings.

Work Schedule: This is a combined position equating to year round compensation with an anticipated start date of June 2023. Work is expected primarily on location at Fernald Hall. Work hours are typically between 8:00am - 4:30pm.

CITL will offer up to 40hrs a week of summer salary starting June 1, 2023-Aug 27, 2023 (per budget approval). Due to the nature of this work, the successful candidate will be available preferably no later than August 14th.

The graduate assistantship funding begins Aug 28, 2023 and extend through May 19, 2023. Due to the nature of this work, hours in January before the semester start will also be expected.

Please Note: The programs for graduate students are held on Wednesday/Friday afternoons. Participation and assistance during these programs is required, so availability from 11am-2pm on Wednesdays or Fridays is preferred.

Position Salary and Benefits:**Summer Employment**

- 12 weeks of graduate student compensation at \$14.30/hr for 10-40 hrs per week.

Graduate Assistantship

- 9-month stipend is \$17,000 (master's) - \$21,000 (doctoral)*
- 18 credits of tuition for Academic Year + up to 6 credits in the summer
- ½ of the full cost of the University of Maine Health Insurance Policy for GAs.
(Health insurance, if selected, will be effective retroactive to Aug. 1st 2023)



Applicants are asked to submit:

- Resume or C.V. including the names and contact information of three references.
- Cover letter addressing why they wish to apply for the position including relevant past job experience.

Please send application materials and questions to:

Karen Pelletreau, Ph.D.

Director of Faculty Educational Development

karen.pelletreau@maine.edu

Please put "CITL GA Position" in the subject line.

Review of applications will begin February 15th, and will continue until the position is filled.

**Stipend amounts are still under negotiation and may be subject to change.*