

Graduate Student Position Available
July 1, 2017-June 30, 2018

EXPERIENCED GRADUATE ASSISTANTS
Instructional Consultants for TAs
Center for Teaching Excellence

CTE is seeking two graduate students with college level teaching experience to assist in coordinating support for TAs across campus and contribute to the development of CTE's online resources. This unique position offers an opportunity for graduate students to be mentored in providing University-wide instructional leadership and resource development. As Instructional Consultants for TAs, the graduate students will be expected to demonstrate teaching excellence, administrative proficiency and strong communication skills. This is a one-year appointment.

Illustrative Duties

- Provide services to graduate students and TAs (e.g., individual consultations, new TA orientations, workshops, and book studies)
- Support Certificate of University Teaching and Advanced Certificate of University Teaching programs (e.g., consult with enrollees, coordinate and communicate programming)
- Consult with nominees for Graduate Student Award for Excellence in Teaching
- Option to attend national faculty development conference in Montreal, Quebec, October 25-29, 2017 (expenses paid)

Remuneration

- 12-month stipend of approximately \$14,000, plus tuition remission (up to 6 credits for fall and spring semesters)
- Generally a 15 hour work week with flexible daytime hours

Qualifications

- Status of graduate student at Duquesne University
- Experience with college level teaching (e.g., designing the syllabus & materials for a course)
- Dedication to teaching excellence and the professional development of colleagues
- Ability to communicate professionally with a wide range of University constituents, including faculty, graduate students, and administration

Applications are due on Wednesday, April 19, by 4:00 pm in the Center for Teaching Excellence (20 Chatham Square)

Application materials outlined on next page

Please submit the following materials to:

Dr. Steven Hansen, Associate Director, Center for Teaching Excellence, 20 Chatham Square

1. **Cover letter** discussing teaching experience and your beliefs about effective teaching and learning, related professional experience, and interest in the position.
2. **Curriculum vitae or Resume**
3. **Sample course material that you developed for college level teaching** (i.e., syllabus, writing prompt, rubric, assignment, test) **and one-page reflection** about the material, describing the sources of your ideas, features you found most effective, and changes you have made or would make in future
4. **Three references**, including two Duquesne University faculty members who can address your teaching experience and your ability to interact professionally with colleagues
5. **Documentation of teaching effectiveness** such as student evaluation summaries, sample mid-semester evaluations, and/or illustrative student comments. Include a **one-paragraph introductory discussion** (e.g., of change over time, what you have learned from the feedback, etc.)

Please direct questions to:

**Dr. Steven Hansen, Associate Director
or Dr. Erin Rentschler, Program Manager
Center for Teaching Excellence
412-396-5177, cte@duq.edu**