

GRADUATE TEACHING ASSISTANT ANNOUNCEMENT

Center for Learning Advising and Student Success

First-Year Experience / Student Success

The Center for Learning, Advising and Student Success (CLASS) is soliciting applications for several Graduate Teaching Assistant (GTA) positions. Successful applicants will start on August 1, 2017 and end on April 30, 2018. The initial appointment will be for Fall 2017. Continuation of the appointment is contingent on performance and availability of funding.

This position requires an average of 20 hours per week. Responsibilities include, but are not limited to:

- Teach two (2) to four (4) sections of WVUE 191: First-Year Seminar.
- Serve as a Student Success Coach.
- Assist with the First-Year Academy (August) and Mid-Year Academy (January).
- Participate in the Early Alert Program, Mid-Semester Grade Interventions, activities associated with the Academic Resource Center and other undergraduate student programming.
- Develop and instruct Students on the Road to Success (SORTS) Workshops or similar programs.
- Maintain office hours in the Student Services Building during regular business hours (8:15 a.m. - 4:45 p.m.; Monday-Friday), unless otherwise arranged with supervisor.
- Participate in professional development/training sessions.
- Attend all staff and one-on-one meetings.
- Assist with office responsibilities, including responding to telephone, email, and walk-in inquiries.
- Additional duties as assigned.

Preferred Qualifications:

- Preference will be given to applicants enrolled in Ph.D. or Ed.D programs.
- Prior experience working with first-year students, undergraduate students, or serving as a mentor/coach.

Required Qualifications:

To qualify for the position, applicants must be enrolled in an MS, MA, Ph.D. or Ed.D. program.

In addition, applicants must:

- Have the ability to assist students in developing study skills and academic success strategies;
- Have the ability to engage undergraduate students in active and collaborative learning;
- Be confident in addressing groups of people (students, faculty, parents);
- Have the ability to relate to a variety of personality types and diverse groups of people;
- Have the ability to work closely with others and be a team player;
- Have the ability to work under limited supervision (flexible, dependable and responsible);
- Possess excellent written and oral communication skills, including a sense of humor and creativity;
- Be proficient with Microsoft Word, Excel, and PowerPoint.

Remuneration:

The stipend is based on nine-month employment and is paid over 18 pay periods. Benefits of the position also include a full-time University tuition waiver and health insurance coverage. This waiver does not cover individual college tuition or student special fees. Vacation time, sick leave, parking and other benefits are not included.

Application Process:

Complete the online application at http://wvu.qualtrics.com/SE/?SID=SV_cZvEDE0BVzYdOct and share the following link http://wvu.qualtrics.com/SE/?SID=SV_77pu2wl9mcQBgyB with the two references listed on your application.

For full consideration, all application materials must be submitted no later than 4:00 p.m. on March 31, 2017

West Virginia University is an equal employment opportunity/affirmative action institution. The University does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, or veteran status. Minorities, persons with disabilities, females, and other protected class members are encouraged to apply.