

**Hourly Graduate Student Assistant with Center for Teaching and Learning  
(Immediately – December 2017, open for renewal based on performance)**

The [IUPUI Center for Teaching and Learning](#) and the [Graduate Office](#) invites applications for an Hourly Graduate Student Assistant who will help the STEM Instructional Design Consultant to plan, create, and facilitate teaching-related professional development programming for graduate students and faculty at IUPUI. In addition to faculty development programs, the CTL offers an array of graduate student and postdoc teaching development programming including the [Certificate in College Teaching, annual IUPUI TA Orientation](#), [Biology Postdoctoral Research and Teaching Fellows program](#), and [Center for Integration of Research, Teaching, and Learning \(CIRTL\) at IUPUI](#).

With guidance and mentorship from the STEM Instructional Design Consultant, the graduate student assistant will:

- assist with developing CTL workshops and webinars (e.g, Collaborative Learning Techniques, Academic Integrity, Motivating your Students to Prepare for Class, etc.)
- participate in, assist with, and co-present in graduate student programming (e.g., workshops such as Creating a Teaching Portfolio, sessions at the IUPUI TA Orientation, cohort meetings in Certificate in College Teaching, CIRTL programming, etc.)
- conduct library research to locate and evaluate scholarly resources on teaching and learning;
- collect and organize data on CTL programming;
- provide support for performing student focus groups and classroom observations;
- perform organizational tasks such as copying and emailing as required.
- perform other duties as assigned.

IUPUI Graduate students in any discipline with excellent organizational, written, and interpersonal skills are encouraged to apply. Previous experiences working with CTL staff, experience and/or genuine interest in college teaching, and completion of a pedagogy course, are all highly preferred. Special consideration will be given to candidates with background or interests in one or more of the following areas: higher education administration; program development and evaluation; faculty development and training; graduate education; or a faculty position in the discipline.

Prior to applying, candidates are required to secure approval from the department Chair confirming that if offered the position, the candidate will be able to accept it with the support of the department.

The position does not offer tuition remission or a fee waiver.

Please submit a letter of interest, a CV/Résumé, written approval from the department Chair, and 3 references with contact information to Dr. Anusha Rao at [asathyan@iupui.edu](mailto:asathyan@iupui.edu). Review of applications will *begin immediately*, and the successful candidate will begin as soon as possible.

**Time Commitment:** 10-15 hrs. per wk.

**Compensation:** \$14/hour

**Duration:** Immediately - December 2018