Type of Appointment: Project Assistantship

Application Deadline: May 5, 2018 with finalist interviews scheduled the week of May 14-18, 2018. Will remain open until filled.

Project Assistant
The Institute for Teaching Excellence & Faculty Development (TEFD)

General Description
The Institute for Teaching Excellence & Faculty Development (TEFD) seeks a detail-oriented, creative, and collaborative individual to work on programming that provides support for UMass faculty across the career continuum in their responsibilities of teaching, research, and service. In collaboration with the Director of Faculty Development Initiatives, the Project Assistant will develop, implement, evaluate, and refine the new First Year, First Friday Series (programming for new faculty), Mid-Career Faculty Series (programming for associate professors), and Open Classroom Experience (OCX).

Core Duties and Responsibilities
• Co-lead the development of new website content for the New Faculty Series, Mid-Career Faculty Series, and Open Classroom Experience (OCX) programs.
• Interface with faculty to recruit participants for programs (e.g., serving on panels, leading discussions, and opening their classes as OCX hosts).
• Co-develop program evaluations.
• Assist with program events (scheduling, planning, attending, notetaking).

Experience Required
Minimum:
• Self-starter, highly organized, and able to work independently and collaboratively.
• Demonstrated proficiency in writing and editing.
• Proficiency with visual and information design.
• Familiarity with online survey instruments (e.g., Qualtrics, Survey Monkey) and MS Office suite (e.g., Word, Excel, PowerPoint).
• Demonstrated competence working with university instructors, staff, and administrators.
• Strong interpersonal skills with an ability to interact with faculty from diverse disciplines and colleges.

Preferred:
• Proficiency with Adobe Creative Suite.
• An interest in faculty development and/or leadership development.
• Demonstrated abilities in project management.

Appointment Dates: September 2, 2018 – May 25, 2019
Stipend: $25.23
Hours: 20 hours/week
How to Apply: Submit your resume and a letter of interest to the Institute for Teaching Excellence & Faculty Development to blisi@umass.edu with the subject line: Application for Project Assistant.
Contact Name: Bethany Lisi