University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Teaching Associateship

Application Deadline: April 1, 2015

Job Description (No Clerical duties permitted):
The Teaching Assistant (TA) Position is a graduate assistantship (20 hours per week) position responsible for instructing the required classroom course for Peer Mentors. Peer Mentors are live-in undergraduate student staff who, through a course-linked practicum, support the academic and transitional needs of first-year students. The Peer Mentor program is intended to acclimate first-year students and provide tools and insights needed for their meaningful academic engagement, while also engaging the Peer Mentors themselves in critical reflection on higher education, student development, interpersonal communication, and leadership, and providing experiential learning opportunities that promote their academic, personal, and professional development.

Leadership Through Peer Mentoring provides ongoing focus on both theoretical and practical information and its application in the support of first-year students’ academic success. Course assignments and exercises will be designed to meet the needs of first-year students while also encouraging self-reflection, insight, and academic and mentoring skill development among the Peer Mentors. Peer Mentors’ work will be assessed through regular communications between the seminar course instructor and on-site supervisor. Evaluation will be based on Peer Mentors’ summer online learning modules, written reflections on readings and peer mentoring practice, classroom participation (discussions and exercises) and on-site supervisor’s assessment of practicum work.

The TA will report to the Vice Provost for Undergraduate and Continuing Education and closely collaborate with Residential Learning Communities staff, who will serve as the Peer Mentors’ on-site practicum supervisors.

Duties and Responsibilities
TAs will share in completing the following range of duties and responsibilities.

- Lead weekly seminars for up to three sections of course (approximately 15 undergraduate students in each section)
- Assist with course preparation
• Meet regularly with course instructor (Vice Provost for Undergraduate and Continuing Education)
• Track student attendance at all class meetings
• Provide feedback and assist with evaluation of students’ classroom work
• Attend and actively participate in training sessions at beginning of each semester (August and January)
• Attend and actively participate in bi-weekly staff meetings with Learning Communities Graduate Assistants (LCGs)
• Hold weekly office hours

Experience Required:
Requirements/Qualifications
• Continued good standing as a graduate student in a degree-granting program
• Demonstrated teaching, facilitation and/or presentation skills
• Strong interpersonal communication skills and the ability to interact with a diverse student population
• Understanding and commitment to the University and departmental affirmative action and non-discrimination policies

Preferred Qualifications
• Demonstrated record of teaching excellence with undergraduate students in a related field (e.g. Education, Psychology)
• One to two years supervising or advising undergraduate students
• Experience with one or more of the following:
  o Theories and models of peer education
  o Theories and models of undergraduate student development or college transition
  o Theories, models, and implementation of social justice and diversity education
  o Learning Community theory and implementation of academic programming
• Experience working with faculty and knowledge of university resources
• Experience working within residence halls

Additional Information: Submit your resume and a letter of interest to mroeclark@umass.edu. In your letter of interest please indicate the following: academic program, degree and expected graduation date; current and previous on campus assistantships; previous teaching, facilitation and/or presentation experience with undergraduate college students, if applicable; how this position will complement your graduate studies.

Dates of Appointment: From 08/30/15 To 05/21/16

Hours/Wk 20 Stipend $ 22.76

How to Apply: Call ☐ In Person ☐ Submit Resume ☒

Dept. Name : Student Affairs & Campus Life Contact Person: Marcy Roe Clark

E-Mail contact: mroeclark@umass.edu
Bldg. Address: 319 Whitmore Phone: 413-545-3359