



JOB DESCRIPTION

Job Title: Teaching Assistantship (part-time, student worker)
Reports to: Director of Faculty Learning and Instructional Development

JOB SUMMARY

Faculty Learning & Instructional Development provides development, implementation, and management of learning and instructional development (L&ID) strategies and approaches for all university faculty and has recently expanded to support the instructional development of PAU students. This Teaching Assistantship will help the Director of Faculty Learning & Instructional Development, and to a lesser degree, the department's committee members. The individual selected for this position should have a ***strong interest in teaching as a career path*** and a possible interest in academic administration.

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Essential Functions

- Assist with departmental communication (e.g. develop promotional flyers, generate content for department webpage, create Eventbrite invites, etc.)
- Maintain Faculty L&ID Resource Center and Virtual Teaching Library
- Technical support of department initiatives (e.g. add music/edit "Teaching at PAU Podcast," edit short tip training videos, etc.)
- Offer administrative support for monthly Faculty L&ID Committee meetings
- Co-lead/manage efforts of Society for Pedagogical Excellence (SPE), including coordination of meetings, arranging speakers, promotion of events, etc.
- Promote efforts of overall strategy for increased PAU participation of Scholarship of Teaching & Learning research
- Support student-focused pedagogy efforts, such as the teaching workshops
- Help with annual Evidence-Based teaching conference
- Aid in an array of other functions to support the Faculty L&ID department
- Represent the Department of Faculty L&ID in a professional manner at all time

Qualifications

- Graduate student able to commit to one year (preferably two years) of service
- Fervor for teaching; interest (at least in part) in an academic career path
- Strong organizational skills to balance multiple projects
- Strong technical skills to support editing of podcasts, short videos, and other technical-based learning
- Strong creative skills to develop catchy promotional materials
- Ability to think outside the box; be creative and inventive
- Ability to communicate problems with supervisor, as they become known.

- Ability to communicate and work with different PAU staffs, faculty, and students.
- Provide excellent support of faculty and students
- Must maintain confidentiality and adhere to code of ethics

This role will begin in Summer 2019; the current employee will help train and transition new hire to position. Expect 10-20 hours of work per week. Hours are flexible, depending on student schedule. Pay is based on an hourly rate.

To apply for this position please submit resume and a brief cover letter highlighting specific reasons you're interested in this position to Kristel Nazzal, Ph.D., Director of Faculty L&ID, at knazzal@paloinfo.edu by **Monday, May 20, 2019**. Interviews will be required, if one proceeds to the next round.