University of Northern Colorado

POSITION DESCRIPTION

I. POSITION IDENTIFICATION

University Title: UNC Teaching & Learning Center Graduate Assistant  
Department: Center for the Enhancement of Teaching & Learning (CETL)  
Position Is: 20 hours/week  
Salary: Stipend for fall and spring, plus tuition paid (in-state or equivalent)  
Position Reports to: David Kendrick, Ed.D., Director  
Title: Teaching & Learning Center Graduate Assistant  
Phone: 351-2885

II. POSITION SUMMARY

The Center for the Enhancement of Teaching & Learning (CETL) serves all faculty, staff, administration, leaders, and graduate assistants across the institution in their professional development with an emphasis on strategies for improved teaching strategies (see mission and values at http://www.unco.edu/cetl/). The graduate assistant will support activities of the Center and the faculty and staff within the Center or from collaborating university units and professional organizations.

III. DUTIES & RESPONSIBILITIES

1. Support the mission of the CETL which includes the faculty and staff within the CETL, as well as the faculty and staff outside of the unit or working in collaboration
2. Work closely with the Faculty Liaison & Assistant Coordinator for Faculty Development and the initiatives from that office, as well as the Lead Faculty Fellow
3. Support the research and presentation for the Faculty Forums and the forums for the Scholarship of Teaching and Learning
4. Support the presenters and preparation for the Staff Forums
5. Work with the CETL Faculty Fellows to support their work within the CETL and their own departments and disciplines
6. Conduct surveys and/or collect data for needs of the center or the fellows
7. Support the media efforts of the Center and work with the educational technologist and the student videographer, becoming familiar with hardware and software
8. Work closely with the instructional designers and the instructional design team and their collaboration with other staff and faculty
9. Assist to maintain facilities of the Center within Michener and the Candelaria presentation facility
10. Support the main office of the CETL
11. Create publications and communications
12. Support the presentations, present or co-present, within the Center, the institution, and external professional organizations
13. Other duties as assigned
IV. POSITION SPECIFICATIONS

1. Education: Bachelor’s degree required; master’s degree preferred
2. Skills:
   i. Effective written and verbal communication skills
   ii. Inclination and ability to perform research
   iii. Knowledge related to educational technology and computer literacy
   iv. Ability to work closely with faculty from multiple disciplines
3. The graduate assistant will be provided a private office within the CETL, complete with computer and accompanying technologies, phone communications, etc., to perform duties of the Center

V. LEARNING OUTCOMES

1. Student will discover multiple means of teaching methods utilized for higher education teaching.
2. Student will be able to transfer those teaching strategies to the web-based classroom environment.
3. Research skills will be honed in the form of support and collaboration of research projects with CETL or friends-of-CETL faculty.
4. Presentation skills will be honed as the graduate assistant will eventually serve to present to other teachers or professional organizations.
5. The student will work with our instructional design staff and become familiar with the development of courses.
6. The student will be exposed to current and emerging technologies and will be able to employ them in the learning environment
7. There will be the opportunity to co-publish with faculty
8. There will be the opportunity to present internally within the department, to the institution, and to professional organizations.