

Student Affairs Administration

Teaching Graduate Assistant



About our Position:

The Student Affairs Administration (SAA) Master of Science program is focused on helping students achieve knowledge, skills, and competencies for successful work in Higher Education upon graduation. The SAA Teaching Graduate Assistantship allows graduate students to actively apply their graduate work while teaching first-year students in TECH 1013 (Introduction to the University) or TECH 1001 (Orientation to the University) courses.

Position Summary:

The Teaching Graduate Assistants (TGAs) will primarily report to Dr. Dana Tribble. This is a 4-month position in either the fall or spring term. The position can be extended each term, dependent upon satisfactory supervisor and student evaluations. The position requires 20 hours of work per week, which is divided between teaching duties and office hours. TGAs will be required to be on campus to teach during the week but will not be required to work evenings or weekends.

Essential Duties and Responsibilities:

The SAA Teaching Graduate Assistant performs the following duties:

- Attends training and weekly meetings; participates in the research symposium
- Prepares lesson plans for each week's content
- Teaches up to 6-hours of TECH 1013 and/or TECH 1001 courses in respectful and engaging ways
- Prepares and deploys learning exercises and assessments in class
- Grades & responds to all student work, exercises, and assessments fairly
- Records grades frequently and accurately in Blackboard
- Receives feedback from supervisor and students and makes changes accordingly
- Participates in scheduled office hours, classes, and required meetings
- Demonstrates a positive team-player attitude – consistently supports fellow TGAs and supervisor

Knowledge, Skills, and Abilities:

- Interpersonal and mentoring skills
- Organizational skills; time and task management skills
- Efficient at using Blackboard, Kaltura, email, and other technology
- Strong writing and verbal skills
- Attention to detail (grading)
- Responsible and independent worker
- Problem-solving skills
- Professional interactions with students, faculty, & staff
- Willing to practice and enhance presentation and speaking skills
- Punctual and consistent attendance

Preferred Knowledge and/or Characteristics:

- Knowledge of ATU campus resources, general practices and requirements
- Prior teaching experiences (may be informal teaching experiences or student teaching)
- Involved in campus organizations or clubs while an undergraduate
- Moderate to high undergraduate GPA (3.0 to 4.0)

Remuneration: The TGA will receive a monthly stipend (money) and a tuition waiver for up to 18 credit hours per academic year (July 1- June 30). The TGA is responsible for other fees and living expenses.

If you are interested, please submit a cover letter, resume, and three references to: dtribble3@atu.edu