

Center for Teaching Excellence | CTE

Part-time Job Opening

Program Assistant to GTA Training Program Manager, CTE

The purpose of this position is to provide administrative and teaching support to the Graduate Teaching Assistant (GTA) Training Program Manager, Center for Teaching Excellence (CTE). This is a 15-20 hours per week, \$15/hr. temporary-hire position for Fall 2018. No tuition assistance or benefits will be provided. Projected start date is Sept. 15, 2018.

The GTA Program Assistant will:

1. Assist in managing GRAD 701 Blackboard course, including grading of student assignments, maintaining a database of graduate TA participation in events, and development of GRAD 701 course online resources.
2. Execute a variety of administrative, clerical, technical, and service functions to assist with managing the TA Training Program.
3. Provide research assistance to GTA Program Manager on teaching pedagogy and best practices and instructional services as projects warrant.
4. Assist with development of instructional materials, videos, and resources.
5. Handle other duties as assigned by the GTA Training Program Manager or CTE Director.

Minimum Qualifications:

- Master's degree or enrollment in a Master's degree program at USC.
- Minimum of one semester teaching or instructional assistant (TA/IA) experience or equivalency.
- Completion of GRAD 701 Teaching Assistant Development course (or departmental equivalent).
- Excellent written and oral communication skills.
- Proficiency in MS Word, MS Excel, and Blackboard.
- The ability to take direction, initiate action, and work as a team member.
- Ability to effectively organize work activities and prioritize task completion according to schedules and goals.
- The individual must be able to exercise excellent professional judgment and discretion.

Preferred Qualifications: Master's degree, and coursework or demonstrated interest, in higher education pedagogy, instructional technology, or a related field.

To apply, please submit via email by 5 p.m. Friday, September 7, 2018, the following information:

1. Letter of Interest
2. Résumé or Curriculum Vitae
3. Names and contact information for two references

Applications will be reviewed on a rolling basis.

Questions or Contact information:

Dr. Michelle L. Hardee, Program Manager
Center for Teaching Excellence
University of South Carolina
ofc (803) 777-1975 or 8322
hardeem@mailbox.sc.edu

