

# Fall 2021

## **CALL FOR APPLICATIONS FULL TIME GRADUATE ASSISTANTSHIPS Positions for Ph.D. or Masters Student Available in the**

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY, Department of Education invites applications for full-time graduate assistants for Fall 2021 to work with faculty and students in several Education programs listed below. A full-time graduate assistant is expected to work twenty hours a week. In return, the student receives 10 credits with tuition remission, a stipend, and an individual health benefit. Tuition remission does not apply to summer and winter courses.

### **Positions Available:**

Graduate Teaching Assistant Early Childhood Education Program

Graduate Teaching Assistant Elementary Education Program

Graduate Teaching Assistant Teaching English to Speakers of Other Languages (TESOL) Program

Graduate Teaching Assistant Office of the Chair

Graduate Teaching Assistant Office of Field Experience and Clinical Practice

### **Responsibilities:**

- Supporting faculty with teaching and advising of students
- Communicating with current and prospective students as well as the general public via e-mail and phone
- Organizing staffing/advising files for review
- Assisting with creation of monthly program newsletter and other student/public communications
- Assisting faculty with research, reviewing manuscripts for publication, and helping with literature reviews and other tasks as assigned
- Organizing and leading/attending program events for students and the public online and in person
- Other duties and responsibilities as assigned by the respective program directors

Note: As the nature of programs differ, there may be variation in responsibilities for GAs across programs. Not all program GAs will have all of the responsibilities above, and other program-related responsibilities not listed here may be assigned. Occasional weekend work may occur in relation to outreach and conferences.

### **Required Qualifications (Please address these in your letter of application):**

- Full admission to UMBC Graduate School, officially accepted in either a Masters or a Ph.D. degree program with a GPA of 3.0 or better
- Strong interpersonal skills
- Professional oral and written communication skills
- Technology skills
- Interest in being involved in research with local schools, universities, and colleges
- Administrative assistant skills
- Ability to multitask, prioritize, and work in a self-directed manner

### **Desired Qualifications (Please address these in your letter of application):**

- Quantitative and/or qualitative research skills
- Experience with creating desktop publications
- Experience with service-oriented work (e.g., community outreach, customer service, organizing volunteers, event planning, leadership)
- Experience organizing events online and in person
- Knowledge of the field of specialization for the respective GA position

### **Compensation:**

For students awarded a full-time graduate assistantship, they receive a monthly stipend, up to 10 graduate credits with tuition remission/semester, and an individual health benefit.

### **Application Procedure:**

Write and email a **letter of introduction** to Dr. Susan M. Blunck, MAT Graduate Program Director, Department of Education, University of Maryland, Baltimore County (UMBC). Students can apply for more than one position and should indicate in their letter the positions they are applying for. In the application letter, state your qualifications and describe what skills and talents you can bring to the department. You are also required to include at least a one page **resume** with your letter of introduction. **Please email your materials to Dr. Susan Blunck ([blunck@umbc.edu](mailto:blunck@umbc.edu)) and Tiffany Shorter ([tish1@umbc.edu](mailto:tish1@umbc.edu)).**

### **Deadline:**

Review of application begins on April 19, 2021. Applications will be accepted until positions are filled.

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