

Fall 2022

CALL FOR APPLICATIONS

FULL-TIME GRADUATE ASSISTANTSHIPS

Positions for Ph.D. or Masters Student

Available in the

UMBC DEPARTMENT OF EDUCATION

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY, Department of Education invites applications for full-time graduate assistants for Fall 2022 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 Teaching English to Speakers of Other Languages Program

Responsibilities:

- Supporting faculty with teaching and advising of students
- Communicating with current and prospective students as well as the general public via e-mail, phone, and at special events (in person and virtually)
- Organizing staffing/advising files for review
- Assisting with the 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 professional development events for students and the public online and in-person, including ex officio role as leader of the TESOL Club

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 Qualification (Please address these in your letter of application):

- Full admission to UMBC Graduate School, enrolled in either a Masters or a Ph.D. degree program with a prior cumulative GPA of 3.0 or better
- Strong interpersonal skills
- Professional oral and written communication skills
- Technology skills (e.g., Word, Excel, Google docs, web interfaces, online video communication platforms, among others)
- 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 a **letter of application** addressed to Dr. Francis M. Hult, MA TESOL Graduate Program Director Department of Education, University of Maryland, Baltimore County (UMBC). In the application letter, state your qualifications and describe what skills and talents you can bring to the department and the program position/s for which you are applying. You are also required to include at least a one-page **resume** with your letter of introduction. **Please email your materials to Tiffany Shorter (tish1@umbc.edu).**

Deadline:

Review of application begins on May 9, 2022. Applications will be accepted until positions are filled.

UMBC IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER