

Call for Applications
GRADUATE ASSISTANTSHIPS for Spring 2020
Available in the
UMBC DEPARTMENT OF EDUCATION

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY, Department of Education (UMBC) invites applications for one graduate assistant position for Spring 2020. A full-time graduate assistant is expected to work twenty hours a week. A graduate assistant is expected to register for a minimum of six credits of course work or thesis research each semester but may take up to ten semester hours each fall or spring with full tuition remission. Tuition remission does not apply to summer and winter classes.

Graduate Assistant Position available in the Education Department for
Spring 2020

1 Graduate Teaching Assistant for the Secondary Education Program

Responsibilities:

Duties include:

- Assisting faculty with preparation and teaching of all secondary program courses
- Helping maintain program records and data bases
- Helping with advising of students
- Maintaining communication with students enrolled in secondary program
- Working on projects related to teaching, research and program evaluation
- Helping plan and facilitate departmental events and meetings

Required Qualifications:

- Full admission to UMBC Graduate School with a GPA of 3.0 or better
- Open to PhD or Masters students fully admitted to a UMBC graduate program with interest in education
- Must be available to work in the position for at least two semesters but longer is preferred

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

- Teaching of any type but not required
- Strong Interpersonal Skills
- Technology Skills
- Research skills
- Administrative assistant skills
- Other pertinent skills or talents
- Ability to multitask and prioritize

Compensation:

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

Application Procedure:

Write and email a **letter of introduction** and resume to Dr. Cheryl North, Secondary Program Director, Department of Education. In the application letter state your qualifications and describe what skills and talents you can bring to the department keeping in mind the required and desired qualifications listed above. Please state in your letter when you intend to begin your internship if you are an Education graduate student. You are also required to include at least a one page **resume** with your letter of introduction. **Please email your materials to both Dr. Cheryl North cnorth@umbc.edu and Tiffany Shorter (tish1@umbc.edu) by December 4, 2019.**

Deadline:

Applications may be submitted at any time before November 28, 2019. Applications must be received by the deadline to be given full consideration.

UMBC IS AN AFFIRMATION ACTION/EQUAL OPPORTUNITY EMPLOYER