Job Description for TA College Teaching Assistantship

Graduate Studies, in partnership with the Center for Teaching Excellence, is looking for a graduate student with outstanding teaching skills to lead new TAs in a one-credit seminar in the Fall 2020 and Spring 2021 semesters for the eight-week, one-credit hour OILS 583-001, “Graduate Teaching Instruction” (.50 FTE). The Fall 2020 course will be taught remotely.

Under the supervision of the Associate Dean of Graduate Studies and the Executive Director of the Center for Teaching and Learning, this TA will be responsible for designing and leading a course to improve the skills, ability, and confidence of new teaching assistants; to improve their ability to teach inclusively; to increase their awareness of a variety of student-centered learning activities in the classroom; to create a space for dialogue on teaching and learning; and to draft an effective teaching philosophy statement. The instructor will meet on a regular basis with the Associate Director of the Center for Teaching Excellence. In addition, the TA will design and lead workshops for new and returning teaching assistants through the Center for Teaching Excellence. Successful applicants will present evidence of their knowledge of college-level teaching and learning theory, exemplary teaching at the college/university level, and expertise in both on-line and face-to-face classroom instruction. The successful applicant should also be able to explain a pedagogical preparedness plan in the event of a recurring health crisis. Winners of university-wide, college-wide or departmental teaching awards are strongly encouraged to apply. Compensation, which will include a stipend, health care insurance, and tuition remission, will be based upon student level guidelines and the applicant’s qualifications.

Please submit a letter of interest, a two-page teaching philosophy statement, a c.v., and the names and contact information for two reference addressing your teaching abilities to:

Margaret Gonzales  
Sr. Operations Manager  
Graduate Studies  
Humanities 107  
MSC03-2180  
margo@unm.edu

The letter of interest should address the applicant's qualifications in response to the position as described and indicate the applicant’s ability or experience teaching a diverse student body.

*Deadline for receipt of all application materials is June 1st. Interviews will be conducted remotely.*