COMMUNITY ENGAGED GRADUATE TEACHING ASSISTANT
Community Engaged Learning & Research Program
University College

OVERVIEW

Full-time graduate students in applicable degree programs are eligible to apply. The position begins August 1, 2021 and ends May 15, 2022. The Teaching Assistant (TA) earns a stipend of $15,465.29 for a 10-month appointment, is eligible for a 12 credit hours per semester tuition waiver, and optional health insurance. The appointment is .50 FTE, which requires the TA to teach at least one (1) three-credit hours course per semester (CELR 176: Practicum in Civic & Community Engagement) and assist the Associate Dean with curriculum development, assessment, community partnerships and/or research assistance (approx. 10 hours per week). The appointment is for the Fall 2021 semester with option for reappointment. Reappointment is based on satisfactory work performance and available funding.

CONTEXT OF THE WORK

The Community Engaged Learning & Research Program (CELR) in University College allows students to build their civic agency, their interpersonal, leadership and advocacy skills, as well as their academic skills in critical analysis, appreciation for diversity, and an enhanced understanding of community issues and challenges. The program is ideal for students who seek academic and hands-on opportunities to make a measurable difference in improving the quality of life for citizens in their local communities, as well as national and global arenas. The CELR is the home of the Civic & Community Engagement Minor (CIVCEM), an 18-credit hour undergraduate minor designed to provide students with the skills and creativity to solve problems within their own communities and to develop students’ own sense of self in collective efficacy and activism. The Civic and Community Engagement program integrates classroom learning with experiential and community-engaged learning opportunities, including service-learning, extended field study, and civic engagement at the local, national, and global levels.

The Civic and Community Engagement undergraduate minor is ideal for students seeking academic and hands-on opportunities to make a measurable difference in improving the quality of life for citizens throughout the local and global communities.

POSITION OVERVIEW

The Community Engaged Graduate Teaching Assistant will work with the Associate Dean for Community Engaged Learning & Research, teaching the program’s required CELR 176: Practicum in Civic & Community Engagement undergraduate course and as well as providing research support,
development and implementation of CELR/CIVCEM assessments, community partnership outreach and development, program evaluations and reviews, developing academic program strategy, supporting existing programs, such as the Lobo Gardens, designing communication tools, and more. A portion of the work will be community-based. Some local, state or national travel may be required.

The Teaching Assistant is expected to be administratively sound, task-oriented, relationship-oriented, have the ability to problem solve, must have the ability to work autonomously, as well as with a team and be proficient with computers. Strong research skills and the ability to work successfully with a variety of constituents are also highly desired.

RESPONSIBILITIES

Assist in the day-to-day operations of the Office for Community Engaged Learning & Research and provide general support for the CELR Associate Dean and the Community Partnerships Coordinator.

Teaching (70 percent of duties)
- Teach at least one section of CELR 176: Practicum in Civic & Community Engagement 3 credit hours) per semester. This includes working with the Associate Dean to design the curriculum, prepare materials, form partnerships with community organizations, evaluating students working with community, grading, etc.
- Assist with service event planning, execution, and assessment
- Identify and develop appropriate community partnerships (service placements)
- Facilitate critical reflection and integration with academic content
- Assist with research related to service-learning
- Oversee and monitor service-learning placements throughout the semester.
- Confirm relationships with existing community partners and research new community organizations as necessary to identify sufficient student placements. Visit potential placement sites. Evaluate partnerships at the end of the semester.

Research (30 percent of duties)
- Assist with research related to service-learning and student civic engagement.
- Conduct literature reviews, surveys, interviews, and/or focus groups.
- Create or maintain databases or records.
- Analyze quantitative and/or qualitative data. Draft sections of a report.
- Present at local and national conferences.

BENEFITS

- Stipend: $15,465.29 for a 10-month appointment.
- Tuition Waiver: Maximum twelve (12) credit hours paid for spring semester.
- Time Commitment: 20 hours maximum per week

REQUIRED QUALIFICATIONS

We seek an individual dedicated to excellence in teaching and research programs; committed to equitable and reciprocal public engagement with communities and policy makers; and invested in social justice, equity, and inclusiveness. In addition to teaching experience, candidate must have a strong management and administrative skills, combined with a vision for the future of Community Engaged Learning & Research and a sense of mission for the program, are also needs, as is a sincere commitment to promoting diversity, as evidenced by prior successful and innovative measures. The ideal candidate
will be self-motivated, with the ability to recognize and respond to needs and complete projects with minimal guidance as a member of the CELR team.

- A passion for civic and community engagement and the mutually beneficial relationships between the University of New Mexico and the broader local, national and global communities.
- A commitment to preparing CELR graduates for their public lives as citizens, members of communities, and professionals in society
- Strong teaching skills and experience, especially in experiential education
- Strong research skills (qualitative and/or community engaged research methodologies such as CBPR, YPAR, CBR, etc.) in civic and community engagement, education or other social sciences
- Ability to understand and integrate the cultural aspects of UNM and the Albuquerque community into their work
- Excellent writing, communication and organizational skills with a strong attention to detail
- Demonstrated ability to collaborate with diverse communities, academic departments, individuals, or stakeholders
- Ability to work with collaboratively on complex ideas and to think critically and creatively

Preferred

- Experience working within a collegiate setting; this may include undergraduate involvement in campus activities, student union/campus center operations, programming boards, or similar activities experience
- Experience with planning and implementing projects
- The ability to prepare cogent reports and presentations
- Demonstrated proficiency with Microsoft Office (experience with Excel a plus)
- Demonstrated effective oral, written, and interpersonal communication skills

ELIGIBILITY

The Office of Graduate Studies requires GAs to meet the following criteria:

- Have been formally admitted to a graduate program at UNM.
- Be currently enrolled at UNM for a minimum of 6 hours of course work, thesis or dissertation hours which count towards the graduate degree. Courses taken for AUDIT are not accepted as part of the minimum hours.
- Entering graduate students, admitted in summer, must be enrolled for a minimum of 3 credit hours in coursework that will apply to the degree. Continuing graduate students, including international students, are eligible to work up to full-time (1.0 FTE) during the summer session and are not required to be enrolled.
- Maintain a 3.0 grade point average in graduate course work each semester.
- Students on Type 1 or Type 2 probation are ineligible to hold an assistantship. Students on Type 3 probation may provisionally hold an assistantship for one semester (see Academic Probation and Consequences).
- Be within the time limit for completion of the degree sought.
- Master’s Students: All work used to meet degree requirements for a master’s degree, including transfer credit, must be completed within a seven-year period immediately preceding the granting of the degree.
- Doctoral Students: Doctoral candidates have five (5) calendar years from the semester in which they pass their doctoral comprehensive examination to complete the degree requirements
Submit a resume/CV, letter of interest, and contact information (name, phone, email) for two references (professional or academic) to Dr. Monica Kowal, Associate Dean, at kowal1@unm.edu

DEADLINE FOR APPLYING

The position is open until filled. Applicants should submit their materials to the Associate Dean no later than April 15th, 2021. Applications will be reviewed and selected based on the materials provided and applicants must be available for an interview in mid-to-late May 2021.

CONTACT INFORMATION

Monica Kowal, Associate Dean for Community Engaged Learning & Research
University College, UAEC Suite 180, kowal1@unm.edu