

Center for the Enhancement of Teaching and Learning (CETL)  
**Teaching Assistant (TA) Fellow Positions -- 10 available**  
**DEADLINE: Friday March 15, 2013, 5pm**

Georgia Tech's Center for the Enhancement of Teaching and Learning (CETL) seeks motivated graduate students to work as a Teaching Assistant (TA) Fellow May 2013 through August 2013. This is an outstanding opportunity for any graduate student who is considering a faculty or teaching career who seeks opportunities to learn more about teaching and learning and get experience in presenting and facilitating.

**Duties:**

Work over the summer with CETL staff and a team of TA Fellows to design workshops for campus-wide TA orientations that TA Fellows will facilitate at Fall & Spring TA Orientations.

**Hours:**

Expected time commitment is about 40 hours total between May and August. There will be regularly scheduled meetings (about once a month) of all TA Fellows over the summer. These meetings will be used to develop workshops, get feedback on workshops, and practice workshops with the TA Fellow team & CETL staff.

All TA Fellows will facilitate at the Fall Graduate New TA Orientation (Aug 17). Fellows will also help facilitate *one* of the following: a TA workshop in the Fall (Sep 5, Oct 3, or Nov 7<sup>th</sup>), the make-up TAO in the Spring (Jan 14), or the make-up ITAO in the Spring (Jan 15). Applicants must be able to commit to the aforementioned dates.

**Compensation:**

A stipend will be awarded at the end of August in the amount of \$750. The TA Fellow position does NOT come with a tuition waiver.

**Required Qualifications and Experience:**

- Doctoral (Ph.D.) student
- Excellent written and oral communication skills
- Excellent presentation and facilitation skills
- Ability to work effectively both individually and collaboratively
- Competency with Microsoft Office
- Prior teaching experience as a TA at Georgia Tech
- Must be available for GTA0 and one of the additional events on the dates listed above
- Personal interest in teaching and learning, perhaps as part of a career path
- CETL 8713 Fundamentals of Teaching and Learning (*preferred, not required*)

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**To Apply:**

Please send a one-page cover letter and an abbreviated resume/vita which clearly describes your TA/teaching experience (both at Georgia Tech and at previous institutions if applicable) and other relevant experience. In the cover letter, explain why you are interested in working for CETL, what you think you could bring to the position in terms of skills and/or experience, and please indicate your understanding that you must be available on the dates listed in the "hours" section above. Also, please include your schedule and/or availability for an interview between March 14th and April 1st.

**Email applications to: Dr. Carol Subino Sullivan, [csubino@cetl.gatech.edu](mailto:csubino@cetl.gatech.edu).**

**DEADLINE FOR APPLYING - March 15, 2013 at 5pm.**

Applications will be processed as they are received and interviews may be scheduled as early as March 14. Interviews will be completed by April 1 and candidates will be informed of their status no later than April 8.

Note: If we offer you a position, we will need verification/approval from your home department to hire you.

**About CETL:**

The Center for the Enhancement of Teaching and Learning (CETL) at Georgia Tech (<http://www.cetl.gatech.edu>) is an institute-wide Center which services all disciplines and reports to the Vice-Provost for Faculty and Academic Development. The goal of CETL is to enhance the teaching and learning standard of excellence by fostering, recognizing and rewarding a community of unparalleled teachers and learners through our commitment to faculty development, assessment, and support. AN EQUAL EDUCATION/EMPLOYMENT OPPORTUNITY INSTITUTION  
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