



Job Announcement: Graduate Student Services Assistant, 2008-2009
Application Deadline: September 5, 2008

The Graduate School is currently seeking applications for a part-time (20 hrs/wk) Graduate Student Services Assistant to provide program organization, administration, and support for the Certificate of Accomplishment in Teaching (CoAT) program. CoAT is part of the Graduate School's *Preparing Future Leaders* initiative designed to provide increased professional development opportunities and support for graduate students.

Required skills: Must be able to operate the Vista learning management system. Must have exceptional organizational and filing skills. Prefer experience and/or coursework in education, pedagogy, and/or training and development, although not necessary to be considered for the job.

Job Description:

Program Organization, Administration, and Support (60%):

1. Maintain all records, files, and assignments for 150+ graduate students enrolled in the Certificate of Accomplishment in Teaching program.
 - Organize and maintain all files (electronic and hard copy) for reference and planning purposes.
 - Maintain accurate CoAT Vista files for every student enrolled in the CoAT program.
 - Document questions, problems, concerns, accomplishments, etc. for the CoAT program.
 - Work with Director to review all CoAT students' assignments for accuracy and completion to ensure each student meets the program requirements.
 - Maintain accurate lists of students completing the program at the end of each semester. Ensure all students meet the CoAT program requirements before receiving their teaching certificate.
 - Meet with students individually to plan final projects and/or to provide individual consultations.
2. Co-design and co-facilitate 1-3 workshops for the CoAT program during the academic year.
 - Identify topics and resources for workshops
 - Compile handouts and support materials for workshops
 - Co-design and co-facilitate workshops with the Director of Graduate Teaching Programs. Workshops are presented in person, online, and in hybrid formats.

Research Responsibilities (30%):

Work with the Director to conduct a review of the literature, identify publication opportunities, assess the CoAT program, and publish/present results and findings.

Responsibilities to Support the Overall Unit (10%):

Participate in meetings and provide support for all graduate student programs (CoAT registration and orientation, CoAT awards ceremony, and New Graduate Student Orientation).

Salary: \$15,000-\$18,000, depending on experience. The position can be a 9-month or 12-month appointment. This position is not part of the graduate student support plan. Health insurance and tuition coverage are not included.

To apply, send cover letter and CV to:

Dr. Barbi Honeycutt, Director of Graduate Teaching Programs
NC State University, The Graduate School, Campus Box 7102
Raleigh, NC 27695
Email: barbi_honeycutt@ncsu.edu