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
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