

Graduate Teaching Assistant/2019-2020 General Studies Program

General Description

Students receiving a Graduate Teaching Assistantship report to the General Studies Specialist and perform work relevant to the academic success of General Studies majors. The position is contingent upon the academic credentials and relevant experience of the applicant. The position involves assistance with grading written and oral assignments, coaching as needed in the capstone course, assistance with curriculum development, and assistance with data collection and interpretation. There is a 20-hour-per-week commitment during the semester.

General Graduate Assistantship Requirements

- Admission to a graduate degree program
- Maintain graduate GPA of at least 3.0
- Maintain graduate course load of at least 6 credit hours

Primary Duties and Responsibilities

- Assist with grading required assignments for APSU 4010 General Studies Capstone
- Coach students, as needed, to promote professional writing and develop fluency with MS Word and PowerPoint
- Assist with curriculum development for APSU 4010 General Studies Capstone
- Assist with collection and analysis of data related to General Studies
- Perform other duties that are assigned

Preferred Qualifications

- Previous experience tutoring in an undergraduate writing center
- Current enrollment in MAT Program for 6-12 English licensure, MA Education, MSW, or MS Counseling
- Experience with library research and applying formatting standards for professional writing
- Undergraduate GPA \geq 3.0

Essential Functions

- Ability to communicate effectively, both orally and in writing.
- Ability to relate and work effectively with a diverse student population.
- Ability to utilize computer technology such as MS Word, PowerPoint, and Excel.
- Ability to prepare and keep accurate records and files.
- Ability to handle multiple tasks
- Ability to behave ethically and maintain confidentiality.
- Ability to work cooperatively and collaboratively with students, staff, faculty and the general public.

Application Procedure

Online application is available: <https://www.apsu.edu/grad-studies/graduate-assistantships-financial-support/Apply.php>

Point of contact: Jennie Prestin-Sabin, sabinj@apsu.edu or (931) 221-7532