

CIRTL Graduate Assistant Position with Center for Teaching and Learning (Summer 2022 – Spring 2023)

The IUPUI Center for Teaching and Learning (CTL) and the IUPUI Graduate Office invite applications for a Graduate Assistant (GA) who will develop and deliver programming for CIRTL. CIRTL, the [Center for the Integration of Research, Teaching, and Learning](#), is a network of 38 universities dedicated to the advancement of undergraduate education in STEM and other disciplines through the development of future faculty. As a [part of its membership for CIRTL](#), IUPUI has developed local programming for the CIRTL Network, including a [CIRTL at IUPUI Canvas course](#). Interested candidates should review the CIRTL [core ideas](#), [values](#), and [program outcomes](#) prior to applying.

The GA will be expected to work approximately 20 hours per week with a flexible schedule. The GA will work closely with the CIRTL leadership in the CTL and the Graduate Office to assist in the planning, development, and facilitation of local CIRTL programming in the following ways:

- develop and facilitate a DEI-focused learning community for graduate students and postdocs.
- develop content for other types of graduate student and postdoc programming, which includes workshops, webinars, learning community meetings, etc.
- provide organizational support:
 - Design print and web promotional materials for CIRTL and CTL TA development events/programming
 - Assist with communication related to events including newsletters and social media
 - Update and manage the CIRTL at IUPUI website and Canvas course
 - Manage email correspondences with program participants and other program logistics
- co-present in CIRTL-related workshops and webinars
- conduct literature review to locate and evaluate scholarly resources on teaching and learning
- document the program development and evaluation data
- perform other related tasks as assigned

Required Qualifications:

- At least one semester of experience as a graduate teaching assistant at IUPUI or other institutions
- Excellent organizational, communication, and research skills
- Genuine interest in faculty and future-faculty professional development in higher education
- Enrolled in a graduate program at IUPUI
- Expected graduation date is on or after Spring 2023

Preferred Qualifications:

- Completion of a pedagogy course
- Currently pursuing or interested in STEM education research
- Experience with scholarship of teaching and learning

Graduate students in STEM-focused disciplines, Liberal Arts, Social Sciences, and especially Education are encouraged to apply. This position will report to the CTL. Compensation will include health insurance and tuition remission.

Please submit the following application materials to thectl@iupui.edu with the subject line as **CIRTL Graduate Assistant Application**:

- 1) A letter of interest in no less than 300 words clearly indicating your qualifications for the position and why this position will benefit your longer-term career goals,
- 2) A recent CV/Résumé
- 3) Names of three IUPUI references with contact information.

Applications are due by Monday, February 28, 11:59 p.m. Incomplete applications will not be reviewed.

Review of applications will begin immediately and the successful candidate will begin in August.

Time Commitment: 20 hrs. per wk.

Duration: August 2022 – May 2023