Announcing Opening for Graduate Assistant in the
PSU Office of Academic Innovation

Teaching, Learning and Assessment Graduate Assistant

POSITION DESCRIPTION:
Portland State University's Office of Academic Innovation (OAI) promotes and supports academic excellence in teaching & learning, community-based learning, and university assessment by enhancing faculty scholarship, improving student outcomes, and contributing to the Portland metropolitan community. The Graduate Assistant (GA) position to be filled will work specifically with the Teaching, Learning, and Assessment team members in OAI.

The ideal candidate will have a keen interest in and experience with planning and implementing educational development programs, activities, and events. Moreover, the GA supports the efforts of the Teaching, Learning, and Assessment team to address curricular, instructional and learning issues with an objective to develop a culture that values teaching, learning and student success. This person will assist the TLA team in working with instructors and programs in gathering and reflecting on information about their teaching and learning. The ideal candidate must have strong communication and organizational skills and comfort with the use of technology.

REQUIREMENTS FOR THE POSITION:
- Admitted to a graduate degree program, in good academic standing, and taking full-time credits towards the degree as required by the GEU Contract
- Knowledge of adult learning theory
- Interest in graduate student professional development needs
- Experience with program development
- Experience conducting assessment
- Strong written and oral communication skills
- Strong organizational skills
- Proficiency with office technology
- Awareness and skill with intercultural communication
- Ability to reach out and communicate with a diverse range of organization members, roles, and programs
- Ability to apply research-based best practice and models
- Comfortable in a creative, autonomous work setting
- Presentation and group facilitation skills
- Gathering and organizing graphic images and stories from individual faculty and departments
- Enjoy working as part of a team
- Commitment to the mission of Portland State University and the motto “Let knowledge serve the city”

COMPENSATION:
The graduate assistant position includes a tuition remission equal to the resident graduate base tuition rate for up to nine (9) credit hours in any term during the academic year, not including summer session in which they are employed as a graduate Assistant (GEU CBA Section 20.4.2). This is a Graduate Administrative Assistantship at 0.49 FTE appointment requiring 19 hours per week at the beginning rate of $15.87 per hour and is a nine-month appointment (in compliance with the Graduate Employees Union). Contract dates are from September 14, 2020 to June 11, 2021. The application review process will begin on October 9, 2020 with a potential hire date of November 1, 2020.

OTHER BENEFITS:
- The GA will have the opportunity to enhance skills in assessment, research, scholarly writing, project management, and event planning
- Whenever appropriate, GA will be encouraged to connect course/program requirements to work responsibilities
- Receive orientation and training in OAI, including training in new technologies, and will have the ability to attend developmental workshops hosted by OAI
- Gain experience with professional collaborations and communication across the university

TO APPLY:
Please send a resume, cover letter addressing your interest in this position, and contact information for two professional references in a single PDF document to the address below. Review of applications will begin immediately.

Send application materials to:
Office of Academic Innovation, via email to jaime8@pdx.edu
Write in the subject line: GA application for TLA position