

Call for Applications
GRADUATE ASSISTANTSHIPS for Fall 2016
Available in the
UMBC DEPARTMENT OF EDUCATION

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY, Department of Education (UMBC) invites applications for several graduate assistant positions for the Fall 2016 semester. A full-time graduate assistant is expected to work twenty hours a week. A graduate assistant is expected to register for a minimum of six credits of course work or thesis research each semester but may take up to ten semester hours each fall or spring with full tuition remission. Tuition remission does not apply to summer and winter classes. Current UMBC Department of Education graduate assistants must reapply for positions within the department if their contract terminates and must compete with the pool of new applicants.

Graduate Assistant Positions available in the Education Department for Fall 2016:

1 Graduate Teaching Assistant for Early Childhood Teacher Education Program

1 Graduate Teaching Assistant for Elementary Teacher Education Program

1 Graduate Teaching Assistant for Secondary Teacher Education Program

1 Graduate Teaching Assistant for ESOL Program

1 Graduate Teaching Assistant for Office of the Chair

1 Graduate Assistant providing Technical Support to the Assessment and Evaluation Office

Responsibilities:

Duties include:

- Assisting with preparation and teaching of all courses/ learning experiences connected with field placements and internships
- Maintaining program and records and data bases in professional development office
- Helping with advising of incoming students
- Maintaining communication with applicants to Departmental programs
- Working on projects related to teaching, research and program evaluation
- Planning and facilitating departmental events and meetings

Required Qualifications:

- Full admission to UMBC Graduate School with a GPA of 3.0 or better
- For all positions except technical support positions, applicants must be enrolled in or fully admitted to a UMBC Education graduate program – MAT or TESOL
- Preferably two semesters away from Phase II of internship for Education students

- Technical support positions must have strong knowledge in computing and technical support

Desired Qualifications (Please address these in your letter of application)

- Teaching of any type
- Strong Interpersonal Skills
- Technology Skills
- Research skills
- Administrative assistant skills
- Other pertinent skills or talents
- Ability to multitask and prioritize

Compensation:

For students awarded a full-time graduate assistantship, they receive a stipend of \$11,324 per academic year, up to 10 graduate credits with tuition remission, and an individual health benefit.

Application Procedure:

Write and address a letter of introduction to Susan M. Blunck, Ph.D., Graduate Program Director, Department of Education, University of Maryland, Baltimore County (UMBC), 1000 Hilltop Circle, Baltimore, MD 21250. In the application letter state your qualifications and describe what skills and talents you can bring to the department keeping in mind the required and desired qualifications listed above. Please state in your letter when you intend to begin your internship if you are an Education student. You are also required to include at least a one page **resume** with your letter of introduction. **Please email your materials to both Dr. Susan Blunck (blunck@umbc.edu) and Lisa Harris (lisah@umbc.edu) by April 15, 2016.**

Deadline:

Applications may be submitted at any time before the April 15, 2016 deadline. Applications must be received by the deadline to be given full consideration.

UMBC IS AN AFFIRMATION ACTION/EQUAL OPPORTUNITY EMPLOYER