

Call for Applications
GRADUATE ASSISTANTSHIPS for Academic Year 2017-18
Available in the
UMBC DEPARTMENT OF EDUCATION

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY, Department of Education (UMBC) invites applications for a three graduate assistant positions for the 2017-2018 academic year. 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.

**Graduate Assistant Positions available in the Education Department for
2017-2018 Academic Year:**

1 Graduate Teaching Assistant for Early Childhood Teacher Education Program

2 Graduate Assistant/s providing Technical Support to the Assessment and Evaluation Office

1 Research Assistant

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 students
- Maintaining communication with applicants to Departmental programs
- Working on projects related to teaching, research and program evaluation
- Helping plan and facilitate departmental events and meetings

Required Qualifications:

- Full admission to UMBC Graduate School with a GPA of 3.0 or better
- Open to Masters or PhD students fully admitted to a UMBC graduate program with interest in education
- Must be available to work in the position for at least two semesters but longer is preferred
- 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 but not required
- 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, up to 10 graduate credits with tuition remission, and an individual health benefit.

Application Procedure:

Write and email a **letter of introduction** and resume to Susan M. Blunck, Ph.D., Graduate Program Director, Department of Education. 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 graduate 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 M. Blunck (blunck@umbc.edu) and Cheryl Johnson (blackwel@umbc.edu) by May 5, 2017.**

Deadline:

Applications may be submitted at any time before the May 5, 2017 deadline. Applications must be received by the deadline to be given full consideration.

UMBC IS AN AFFIRMATION ACTION/EQUAL OPPORTUNITY EMPLOYER