Call for Applications
HOURLY GRADUATE ASSISTANT
Needed for Fall 2019
Available in the
UMBC DEPARTMENT OF EDUCATION

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY, Department of Education (UMBC) invites applications for one, hourly (10 hours per week) graduate assistant position for Fall 2019. The student in this position receives an hourly wage and is expected to work ten hours a week supporting the Elementary Education Program and faculty. The person serving in this role will be encouraged to apply for a full-time graduate assistantship in Spring 2020 if his/her performance is exemplary. Applicants interested in applying for the hourly position need to be able to work with the Elementary Education Program for at least three semesters; one semester as an hourly hire and at least two more semesters in a full-time assistantship role if selected.

Hourly Graduate Assistant Position – Start Date Mid-August

1 Hourly Graduate Assistant serving the Elementary Education Program

Responsibilities:
Duties include:
- Assisting with preparation and teaching of all courses/learning experiences connected with field placements and internships
- Maintaining program, 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
- Updating faculty websites as needed

Required Qualifications:
- Full admission to UMBC Graduate School with a GPA of 3.0 or better
- Open to PhD or Masters students fully admitted to a UMBC graduate program with interest in education

Desired Qualifications (Please address these in your letter of application)
- Teaching of any type but not required
- Strong Interpersonal Skills
• Technology Skills (e.g., Word, Excel, Powerpoint, website development, etc.)
• Research skills
• Administrative assistant skills
• Other pertinent skills or talents
• Ability to multitask, prioritize, and take initiative

Compensation:

$16.00 per hour Master’s level student
$20.00 per hour Doctoral level student

Application Procedure:

Send a letter of introduction and resume to Dr. Patricia Young, Elementary Education 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 all the following people: Dr. Patricia Young (pyoung@umbc.edu) and Tiffany Shorter (tish1@umbc.edu) immediately. Applications will be reviewed as they are received to fill this position for a mid-August start date.

Deadline:

Applications will be reviewed as they are received to fill this position for a mid-August start date. Please submit your application immediately.

UMBC IS AN AFFIRMATION ACTION/EQUAL OPPORTUNITY EMPLOYER