

**Call for Applications
Academic Year 2020-2021**

GRADUATE ASSISTANTSHIP

UMBC DEPARTMENT OF EDUCATION

The University of Maryland Baltimore County's Department of Education, Early Childhood Education Program invites applications for one graduate assistant position for the 2020-2021 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.

Responsibilities:

- Assisting with preparation and teaching of all courses/ learning experiences connected with field placements and internships
- Maintaining program records and databases in professional manner
- Communicating with and advising current and potential 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 PhD or Masters 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

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, prioritize, and take initiative

Compensation:

For students awarded a full-time graduate assistantship, they receive a stipend (paid in monthly installments), 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 Dr. Kindel Nash, Early Childhood 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 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.

UMBC IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER