

Fall 2020

Call for Applications

FULL TIME GRADUATE ASSISTANTSHIP

Secondary Education Program

Position for Ph.D. or Masters Student

Available in the

UMBC DEPARTMENT OF EDUCATION

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY, Department of Education invites applications for a full-time graduate assistant for Fall 2020 to work with faculty and students in the Secondary Education Program. A full-time graduate assistant is expected to work twenty hours a week. In return, the student receives 10 credits with tuition remission, a stipend, and an individual health benefit. Tuition remission does not apply to summer and winter courses.

1 Position Available:

Graduate Assistant

Responsibilities:

- Supporting faculty with teaching and advising of students
- Organizing advising files for review
- Assisting faculty with research, reviewing manuscripts for publication, and helping with literature reviews and other research tasks as assigned
- Maintaining contact with students and alumni
- Planning conferences, orientations, and other events and workshops
- Assisting faculty with classes.

Required Qualification (Please address these in your letter of application):

- Full admission to UMBC Graduate School enrolled in either a Masters or a Ph.D. degree program with a GPA of 3.0 or better
- Strong Interpersonal Skills
- Technology Skills
- Interest in being involved in research with local schools, universities, and colleges
- Administrative assistant skills
- Ability to multitask and prioritize

- Reliable transportation

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

- Quantitative and/or Qualitative research skills
- Experience with creating desktop publications

Compensation:

For students awarded a full-time graduate assistantship, they receive a monthly stipend, up to 10 graduate credits with tuition remission/semester, and an individual health benefit.

Application Procedure:

Write and email a **letter of introduction** to Dr. Cheryl North, UMBC Secondary Education 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. You are also required to include at least a one page **resume** with your letter of introduction. **Please email your materials to Dr. Cheryl North (cnorth@umbc.edu) and Tiffany Shorter (tish1@umbc.edu).**

Deadline:

Review of application begins immediately and deadline to apply is June 1, 2020

UMBC IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER