Job Description and Duties:

This application is for Graduate Teaching Assistant (GTA) positions for First-Year Engineering (FYE) courses (ENGR 13000, 13100, 13200, 13300) in the School of Engineering Education (ENE).

GTAs are primarily hired to fulfill classroom responsibilities. If an offer is extended to you, it will identify your key role on the team. Please see below for further descriptions.

Key classroom support responsibilities:

- Support an instructor in the successful execution of the ENGR 13000/13100/13200/13300 course. Duties range from maintaining your assigned sections' Brightspace and Gradescope pages (posting materials, updating dates, etc.), reviewing student work, proctoring exams, and uploading/maintaining grades. There may be opportunities to present brief class demos/lectures, and substitute for absent instructors.
- Lead a team of five/six undergraduate teaching assistants to professionally support the instructor in classroom management, grading homework and projects, proctoring and grading exams, and team activities of the ENGR 13000/13100/13200/13300 course.

Qualifications and skills:

- Actively pursuing Master's or Ph.D. degree in engineering, STEM/ENE education, or related field.
- MATLAB programming proficiency or extensive experience in programming is required. Experience with other languages (C/C++, Python, JAVA) is a plus.
- Power user in EXCEL. Proficiency with Microsoft Office.
- Capable of managing difficult classroom/student situations with poise and professionalism while exercising remedies in a proactive, fair way that is consistent with course policies and protocol.
- Willingness to learn new tools, methods, and approaches for classroom instruction and student engagement.
- Excellent oral and written communication skills. (International students must be certified in oral English proficiency or be able to pass Purdue’s Oral English Proficiency Test.)
- Enjoys working with people at all levels and of various cultural backgrounds; works effectively as part of a team and is able to comfortably alter roles from leadership to followership.
- Positive attitude and patience.
- Excellent organizational and time management skills. Ability to be proactive with tasks.
- Able to work independently with little supervision.
- Extreme attention to detail and ability to maintain and keep updated the Learning Management Systems (Brightspace and Gradescope).
- Ability to problem-solve, function under pressure, meet deadlines, and demonstrate creativity.
- Able to work 100% of established work hours on site in Armstrong Hall.

Other skills:

- Coursework in learning theory or instructional design.
- Experience with assessment.
- Knowledge of the basic engineering design cycle.
- At least one semester’s experience in research, classroom instruction, developing instructional materials, or equivalent life experience demonstrating skills and capabilities around course instruction, project management, classroom management, or active learning.
- Extended teaching/mentoring/instructional experience.
- First-hand knowledge of ENGR 13000/13100/13200/13300 or other First-Year Engineering courses.
Key Course and Employment Details:
• Class is conducted twice a week and each class is two hours long. GTA’s are expected to arrive 10-15 minutes ahead of class time, and stay as necessary to address student questions. Sections may be as many as 120 students.
• GTA appointments are typically 1/2 time (20 hrs/week) and involve responsibility for two sections.
• GTAs attend a weekly instructional meeting to discuss course topics and workload (~2 hours/week).
• GTAs work evening Help Sessions (minimum of 2 hours every week).
• GTAs attend mandatory training during the week prior to the start of classes, each semester. You will be notified of training dates in advance. Participation is required.
• This position is paid on a fixed monthly rate based on appointment (1/2 time, etc.)
• Appointments are by semester. Reappointment for future semesters is dependent on job performance and departmental need.

Other Requirements to be considered for a Graduate Assistantship:
• You must be currently registered as a graduate student of Purdue University or accepted your offer of admission to Purdue University.
• You must have completed relevant undergraduate and/or high-level STEM course work.
• Previous teaching experience is not required, but is preferred.
• You must be dependable and willing to fulfill your obligations in a timely manner.

Application Timeline:
• All applications received will be considered for Fall semester positions.
• Application deadline is April 1st, 2022.
• Interviews and initial offers will begin after the application deadline, on a rolling basis.
• GTA assignments/offers are targeted for completion by May 7th. Exact section assignments may not occur until early August.
• The semester contract period starts the week before classes and extends through the week after finals. GTAs are required to attend training and to be available throughout the contract period.
• While we do our best to match all qualified students with open positions, all offers of employment are contingent on your schedule of availability matching our available positions.
• If we have a need, we may accept applications throughout the semester on an ad hoc basis.

How to Apply:
Application Link: https://purdue.ca1.qualtrics.com/jfe/form/SV_dbZgwjquIYWo4DA
• We do not accept applications via email or in person.
• Note that a pdf copy of the below is required with the application:
  • CV/Resume
  • Letter of support from your faculty advisor
    The letter of support must be from your faculty advisor. If you are a new graduate student without an advisor, we will accept a letter from the Graduate Chair for your program here at Purdue University. Please contact fye-opscenter@purdue.edu to discuss further.

Questions:
You may forward additional employment inquiries to the FYE Operations Center: fye-opscenter@purdue.edu (Please allow 3 days for reply)
READ CAREFULLY BEFORE CONTINUING - The following are the questions you will find on the application. This is for you to review the questions and prepare your answers in advance, before you actually complete the application. All applications must be completed and submitted online through the application link. We will not accept paper copies of your application.

GTA Application - AY2022-23

Q1
PURDUE ENGINEERING EDUCATION (ENE)
FIRST-YEAR ENGINEERING (FYE)
GRADUATE TEACHING ASSISTANT APPLICATION

Q2 I have read the “Purdue Engineering Education (ENE) First-Year Engineering (FYE) Graduate Teaching Assistant Application” document in its entirety. I understand all aspects of the document and am willing and able to meet the requirements of this position.

- [ ] Yes
- [ ] No

Q3 First Name:

________________________________________________________________

Q4 Preferred First Name (Nickname):

________________________________________________________________

Q5 Last Name:

________________________________________________________________

Q6 PUID:

________________________________________________________________
Q7 Local Address:
________________________________________________________________

Q8 Phone Number:
________________________________________________________________

Q9 Purdue Email:
________________________________________________________________

Q10 G-Mail Address (if you have one):
________________________________________________________________

Q11 We will require FYE GTA's to start the week before classes start, August 15-19, 2022. Will you be back on campus and able to work this week?

○ Yes
○ No

Q12 Purdue Graduate Student Information

Q13 I have accepted my offer of admission to Purdue Graduate School:

○ Yes
○ No
Q14 First Semester enrolled in the Purdue Graduate Program: (example: Fall 2020)

Q15 Currently a registered graduate student:

○ Yes
○ No

Q16 If not a currently registered graduate student, will you be a registered graduate student for Fall 2022?

○ Yes
○ No

Q17 Purdue Graduate Department / School Acronym: (example: ME, BME, AAE, etc.)

Q18 Degree Objective:

○ Masters
○ PhD

Q19 Anticipated Credit Hours to be taken in the Fall:

Q20 Anticipated Credit Hours to be taken in the Spring:
Q21 Anticipated Graduation Date: (example: May 2020)

____________________________________________________________________

Q22 Undergraduate Degree Information

____________________________________________________________________

Q23 What was your undergraduate major?

____________________________________________________________________

Q24 Did you receive your Undergraduate Degree from Purdue University?

○ Yes
○ No

Display This Question:
If Did you receive your Undergraduate Degree from Purdue University? = No

Q25 Where did you receive your undergraduate degree?

____________________________________________________________________

Display This Question:
If Did you receive your Undergraduate Degree from Purdue University? = Yes

Q26 Did you take ENGR 131?

○ Yes
○ No
### Display This Question:

**If Did you take ENGR 131? = Yes**

Q27 Course Instructor name was:

________________________________________________________________

### Display This Question:

**If Did you take ENGR 131? = No**

Q28 Equivalent course I took was:

________________________________________________________________

### Display This Question:

**If Did you receive your Undergraduate Degree from Purdue University? = Yes**

Q29 Did you take ENGR 132

- [ ] Yes
- [x] No

### Display This Question:

**If Did you take ENGR 132 = Yes**

Q30 Course Instructor name was:

________________________________________________________________

### Display This Question:

**If Did you take ENGR 132 = No**

Q31 Equivalent course I took was:

________________________________________________________________
Q32 **Purdue Employment History**

Q33 Are you currently employed by Purdue?

- [ ] Yes
- [ ] No

*Display This Question:*

*If Are you currently employed by Purdue? = Yes*

Q34 List the department(s), position(s), supervisor(s) name(s), and dates of employment. If the position is an assistantship, please include if it is 1/4 time, 1/2 time etc.

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Q35 Have you been employed by Purdue University in the past (prior to the current semester)?

- [ ] Yes
- [ ] No

*Display This Question:*

*If Have you been employed by Purdue University in the past (prior to the current semester)? = Yes*

Q36 List department(s), position(s), supervisor(s) name(s), and dates of employment. If the position was an assistantship, please include if it was 1/4 time, 1/2 time etc.

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Q37 Skills/Experience:

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Q38 What unique skills or abilities have prepared you for the GTA opportunity in FYE? Tell us in 3-4 sentences.

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Q39 Please answer the following:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have Grading or Tutoring experience? (1)</td>
<td>☐</td>
</tr>
<tr>
<td>Do you have Teaching Assistant experience? (2)</td>
<td>☐</td>
</tr>
</tbody>
</table>

Display This Question:
- If Please answer the following: = Do you have Grading or Tutoring experience? [ Yes ]
- Or Please answer the following: = Do you have Teaching Assistant experience? [ Yes ]

Q40 Summarize your experience; distinguish lab instructor experience from classroom teaching. Include dates, places, and a description of duties (i.e., hours per week, answering questions, covering new material, etc.)

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________________________________________________________________
Q41
Describe relevant experiences working in a team, or with other teams, that may benefit you in the FYE classroom setting:

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Q42 List programming languages, software packages, and operating systems in which you are very proficient:

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Q43
Other than technical skills, list what you can offer the FYE students and the instructional team you may be paired with.

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Q44 If you have trouble attaching your CV or Letter of Recommendation please contact the FYE Ops Center at: fye-opscenter@purdue.edu

Q45 Attach CV. Applications without an attached resume will not be considered.

Q46 Attach Letter of Recommendation. The letter of recommendation must come from your faculty advisor. If you do not have a faculty advisor, we will accept a letter from the Graduate Chair for your program here at Purdue University. Applications without a letter, or a letter from someone other than your faculty advisor or Graduate Chair at Purdue, will not be considered.

Q47 Your signature and submission of this application states: All information provided is correct to the best of my knowledge. I will inform the First-Year Engineering Operations Center of any changes to the information that I have provided in this application.