Job Description and Duties
This application is for Graduate Teaching Assistant (GTA) positions for First-Year Engineering (FYE) courses (ENGR 131, 132, 133: Ideas to Innovation) in the School of Engineering Education (ENE).

GTAs are primarily hired to fulfill classroom responsibilities as noted below. However, on occasion, a GTA will be hired to provide some combination of classroom and instructional development support (as described below), or is hired fully into the instructional support GTA role. If an offer is extended to you, it will identify your key role on the team.

Key classroom support responsibilities:
1. Support a faculty instructor in the successful execution of the ENGR 131/132/133 course. Duties range from presenting brief class demos/lectures, to preparing weekly quizzes, to posting all course materials to Blackboard, reviewing student work, proctoring exams, and uploading/maintaining grades.
2. Lead a 5 person student instructional team to professionally support the faculty instructor in classroom management, grading (homework and projects), exams, and team activities of the ENGR 131/132 course.

Key instructional development support responsibilities:
1. Work as part of a team to design, develop, edit, and/or improve instructional materials for ENGR 131/132, including homework problems, exams, and active learning experiences.
2. Collaborate with subject matter experts and members of the FYE instructional support team in planning and developing materials.
3. Complete work to meet high standards of quality within time compressed, interdependent schedules.

Desired qualifications and skills:
• Actively pursuing Master’s or Ph.D. degree in engineering, computer science/technology, STEM/ENE education, or related.
• 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.
• Experience with programming languages (C/C++, JAVA) – MATLAB required.
• Proficiency with Microsoft Office; power user in EXCEL.
• Knowledge of the basic engineering design cycle.
• Capable of managing difficult classroom/student situations with poise and professionalism, while exercising remedies in a proactive, fair way - consistent with course policies and protocol.
• Teachable attitude and 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 patient.
• Excellent organizational and time management skills; sense of urgency.
• Able to work independently with little supervision.
• Extreme attention to detail and ability to develop and accurately coordinate course materials and activities.
• 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, as per assigned role.
Exceptional skills:
• Coursework in learning theory or instructional design.
• Experience with assessment.
• Extended teaching/mentoring/instructional experience.
• First-hand knowledge of ENGR 131/132 or other First-Year Engineering courses.

Key Course and Employment Details
• Class is conducted twice a week (each class is two hours long); class sections can begin as early as 7:30am and the last sections end as late as 5:30pm. 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.
• 50% GTA appointments will typically involve responsibility for two sections.
• GTA’s are expected to attend a weekly instructional meeting where weekly course topics are discussed and workload is planned (1.5 hours/week).
• GTA’s are expected to work course evening office hours (minimum of 2 hours every other week).
• This position is paid based on a fixed monthly rate based on appointment (1/2-time, etc.)
• Some training is required for this position, including in the week prior to the start of classes each semester. You will be notified of training dates in advance.
• 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.
• You must have completed relevant 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.

How to Apply
• Complete all information requested on the application.
• We do not accept applications via email. Please deliver a printed copy of this application to ARMS B122 or mail to:
  Armstrong Hall of Engineering
  701 West Stadium Mall
  West Lafayette, IN 47907
• 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.

Application Timeline
• We accept applications throughout the semester on an adhoc basis.
• Applications for the Fall semester that are received by April 1 will receive priority.
• Interviews and initial offers will begin to be extended no later than late April, on a rolling basis.
• Actual GTA assignments will be completed by early May. Exact section assignments may not occur until early August.
• If you receive an offer for FALL, plan on attending a mandatory GTA training program in the week before classes, which is the start of the normal work period extended in the offer.

Questions
You may forward additional employment inquiries to: fye-opscenter@purdue.edu. (Please allow 3 days for reply).
SCHOOL OF ENGINEERING EDUCATION (ENE)
APPLICATION FOR GRADUATE TEACHING ASSISTANTSHIP (GTA)
2017-18 Academic Year

Date: ________________________________

Personal Information
First Name: __________________________ Last Name: __________________________
Country of citizenship: ___________________ Purdue ID: _______________________
Local Address: __________________________ Phone _____________________________
____________________________________ Phone _____________________________
Purdue Email: __________________________ Other Email __________________________

Summer Contact Information (if different than local contact information)
Address: ____________________________ Phone: _____________________________
____________________________________ Phone: _____________________________
If you’ll be off-campus for the summer, what is the date you plan to return? ______________

Purdue Graduate Information
Department/School Acronym: ________________ (example: ME, BME, AAE, etc)
Semester started at Purdue: ________________ (example: Fall ’10)
Degree Objective: ________________________ (example: Bachelor’s, Master’s, Ph.D.)
Anticipated Credit Hours: Fa17____ Sp18______ (example: 9 hours)
Anticipated Graduation Date: ________________ (example: May 2015)

Where did you receive your undergraduate degree? ____________________________ If at Purdue, did you take
ENGR 131?   ○ Yes   ○ No   If yes, who was the course instructor? ____________________________
If no, what equivalent course did you take? __________ Who was the instructor? ____________________________
Did you take ENGR 132?   ○ Yes   ○ No   If yes, who was the course instructor? ____________________________
If no, what equivalent course did you take? __________ Who was the instructor? ____________________________

QUESTIONS:
Unique Skills
What unique skills or abilities prepare you for your preference, or an opportunity in FYE? Tell us in 3-4 sentences.

Teaching Experience
Do you have any Teaching Assistant experience (not grading or tutoring)?   ○ Yes   ○ No
If yes, list such experience on a separate sheet of paper. 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.)
Do you have other relevant experience? Check all that apply.

☐ None  ☐ Grading  ☐ Tutoring  ☐ Other ________________________________

**Purdue Employment History:**

Are you **currently** employed by Purdue University?  ☐ Yes  ☐ No

If yes, list the department(s), position(s) and the terms of the assistantship (¼-time, ½-time, etc.) ________________________________

 Have you been employed by Purdue University in the **past** (prior to the current semester)?  ☐ Yes  ☐ No

If yes, list the department(s), position(s) & supervisors’ name(s) ________________________________

Dates of this employment ________________________________

**Teaming Experience**

Please describe relevant teaming experiences that may benefit you in the FYE classroom setting:

**Programming Experience**

Please list programming languages, software packages, and operating systems in which you are very proficient:

**First-Year Student Perspective**

Other than technical skills, please list what you can offer the First-Year Engineering students and the instructional team you may be paired with.

Print and Sign – We do not accept applications via email.

All information provided is correct to the best of my knowledge. I will inform Jill Folkerts of any changes to the information that I have provided in this application.

Signature________________________________________

**ATTACH UP-TO-DATE RESUME/CV to this application.**

Applications without resumes/CV will not be considered. See directions on the cover page.