Job Description and Duties:

This application is for Graduate Teaching Assistant (GTA) positions for First-Year Engineering (FYE) courses (ENGR 131, 132, 133) 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 the Learning Management System, 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 131/132/133 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.

Qualifications and skills:

• Actively pursuing Master's or Ph.D. degree in engineering, STEM/ENE education, or related field.
• Experience with programming languages (C/C++, Python, 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 patience.
• 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.
• 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 131/132/133 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 7:30 AM and the last sections end as late as 5:30 PM. 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 required to attend a weekly instructional meeting where weekly course topics are discussed and workload is planned (~2 hours/week).
• GTA’s are required to work course evening Help Sessions (minimum of 2 hours every other week).
• This position is paid based on a fixed monthly rate based on appointment (1/2-time, etc.)
• 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. Training attendance is mandatory.
• 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 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.
• Include your CV/Resume and a letter of recommendation from your faculty advisor.
• We do not accept applications via email. Please deliver a printed copy of this application to the
  FYE Operations Center in 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 be extended no later than late April, on a rolling basis.
• Actual GTA assignments will be completed by May. Exact section assignments may not occur until early August.
• If you receive an offer for FALL, you are required to attend a mandatory GTA training program the week before classes, which is the start of the paid work period extended in the offer.

Questions:
You may forward additional employment inquiries to the FYE Operations Center:
  fye-opscenter@purdue.edu (Please allow 3 days for reply)
**Personal Information**

<table>
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<th>Field</th>
<th>Details</th>
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<td>First Name</td>
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<td>Preferred First Name (Nickname)</td>
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<td>Last Name</td>
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<td>Local Address</td>
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<td>Phone</td>
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<td>Purdue Email</td>
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<td>G-Mail Address (if you have one)</td>
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<td>Summer Address (if different than local address):</td>
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<td>• If you will be off campus this summer, what is the date of your return?</td>
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**Purdue Graduate Information**

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<tr>
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<tbody>
<tr>
<td>Accepted my offer of admission to Purdue Graduate School: (circle one)</td>
<td>YES  NO</td>
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<tr>
<td>Currently a registered graduate student: (circle one)</td>
<td>YES  NO</td>
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<tr>
<td>Department / School Acronym: (example: ME, BME, AAE, etc)</td>
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<tr>
<td>Semester Started at Purdue: (example: Fall ’16)</td>
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<tr>
<td>Degree Objective: (example: Bachelor’s, Master’s, Ph.D.)</td>
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<td>Anticipated Credit Hours to be taken: Fall______ Spring ________</td>
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<td>Anticipated Graduation Date: (example: May 2020)</td>
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**Undergraduate Degree Information**

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<td>Where did you receive your undergraduate degree?</td>
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<tr>
<td>If your undergraduate degree is from Purdue, did you take ENGR 131?</td>
<td>YES  NO</td>
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<tr>
<td>YES; the course Instructor name was:</td>
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<td>No; the equivalent course I took was:</td>
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<tr>
<td>If your undergraduate degree is from Purdue, did you take ENGR 132?</td>
<td>YES  NO</td>
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<tr>
<td>YES; the course Instructor name was:</td>
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<tr>
<td>No; the equivalent course I took was:</td>
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**Purdue Employment History**

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<tr>
<td>Are you currently employed by Purdue?</td>
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<td>If Yes, list the department(s), position(s), and terms of the assistantships. (1/4 time, 1/2 time etc.)</td>
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<td>Have you been employed by Purdue University in the past (prior to the current semester)?</td>
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<tr>
<td>If Yes, list department(s), position(s), and supervisor(s) names and dates of employment.</td>
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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 Grading or Tutoring experience?  
Yes  No
Do you have Teaching Assistant experience?  
Yes  No

If yes, to either of the two teaching experiences, summarize your 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.)

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 the First-Year Engineering Operations Center of any changes to the information that I have provided in this application.

Signature: ________________________________

Attach CV and Letter of Recommendation to this application. Applications without these documents will not be considered. See directions on cover page.