

**PURDUE ENGINEERING EDUCATION (ENE)
GRADUATE TEACHING ASSISTANT APPLICATION**

Job Description and Duties:

This application is for Graduate Teaching Assistant (GTA) positions for First-Year Engineering (FYE) courses (ENGR 130, 131, 132, 133) in the School of Engineering Education (ENE).

GTAs are primarily hired to fulfill **classroom responsibilities**. However, on occasion, a GTA will be hired to provide some combination of classroom and instructional development, 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. Please see below for further descriptions.

Key classroom support responsibilities:

- Support an instructor in the successful execution of the ENGR 130/131/132/133 course. Duties range from posting course materials to the Learning Management System, reviewing student work, proctoring exams, and uploading/ maintaining grades. There may also 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), exams, and team activities of the ENGR 130/131/132/133 course.

Key instructional development support responsibilities:

- Work as part of a team to design, develop, edit, and/or improve instructional materials for ENGR 130/131/132/133, including homework problems, quizzes, exams, and active learning experiences.
- Collaborate with subject matter experts and members of the FYE instructional support team in planning and developing materials.
- 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.
- MATLAB programming proficiency is required, other languages (C/C++, Python, JAVA) are a plus.
- Power user in EXCEL. Proficiency with Microsoft Office.
- 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 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 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, or online, 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.

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- Extended teaching/mentoring/instructional experience.
- First-hand knowledge of ENGR 130/131/132/133 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 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 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 November 30th.**
- Interviews and initial offers will begin December 1st, on a rolling basis.
- GTA assignments will be completed by December 21st. Exact section assignments may not occur until early January.
- 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_56xE8MMoqwRoLX0
- 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 recommendation from your faculty advisor
The letter of recommendation *must* be from your faculty advisor. If you are a new graduate student without an advisor, 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)