

Center for Academic Excellence
Teaching, Learning, and Assessment
Graduate Assistantship

2009-2010 Open Position

The Center for Academic Excellence is seeking a Graduate Assistant (GRA ~ .30 FTE) to assist the Teaching, Learning, and Assessment Program for the 2009-2010 academic year.

Applicants must be graduate students enrolled in at least 9 graduate credit hours at PSU during Fall term 2009, and must be admitted to and in good academic standing with a PSU graduate degree program. Preference will be given to students enrolled in programs related to education, assessment, and/or program evaluation.

Responsibilities: Providing support for teaching, learning, and assessment work within the Center for Academic Excellence.

Applicants should have the following:

- Familiarity with educational research, assessment, and some research skills (e.g., ability to organize and compile data).
- Oral and written communication skills including the ability to prepare written reports and other documents as needed.
- Planning and organization skills including the ability to arrange meetings, follow-up with reminders, take appropriate notes of proceedings, organize data and assessment documents.
- Provide staff support to the Institutional Assessment Council, including meeting arrangements, record keeping, and tasks assigned by the Council's leadership.
- Provide support for teaching, learning, and assessment activities in the Center for Academic Excellence
- Experience with web-based tools and Microsoft Office.

Start Date: November 1, 2009 or earliest available date thereafter.

Pay Rate: Graduate tuition remission and a monthly stipend

Hours per Week: 12

To Apply: Email cover letter and resume to caestaff@pdx.edu by 5 p.m. on October 23, 2009.

For more information on graduate assistantships at PSU, visit the Office of Graduate Studies and Research Web site, www.gsr.pdx.edu/org_gradassists.php. For more information about Teaching, Learning, and Assessment, and the Center for Academic Excellence, visit www.pdx.edu/cae or www.pdx.edu/cae/teaching-learning.