THINK TANK Position Description
Graduate Teaching Assistant, Schedule for Success
Updated 04/12/2022

**Position Title:** Graduate Assistant, Teaching

**Department:** Student Learning Services, THINK TANK

**Reports to:** Instructional Specialist Coordinator

**Hours Per Week:** 20

**Salary:** $20,000 @ .50 FTE, which is **$10,000 per semester** Academic year contract

*This position is for the Fall 2022 semester only.*

**Benefits:** All graduate assistants at The University of Arizona receive in-state tuition waivers and are considered in-state students for tuition purposes. All graduate assistants are provided with health care coverage. Graduate assistants are eligible for a 10% discount off the price of select items purchased at all ASUA Bookstores, subject to Bookstore policies in effect. Benefit coverage does not include miscellaneous fees and any additional tuition assessed by academic programs and colleges.

The mission of THINK TANK is **to empower UA students by providing a positive environment where they can master the skills needed to become successful lifelong learners.** THINK TANK is committed to creating and maintaining an environment that is diverse, inclusive, and free of discrimination.

The Graduate Teaching Assistant will lead multiple sections of SAS 100AX, **Student Success Strategies for Math and Beyond**, a component of the Schedule for Success program. This two-credit course is a concurrent course to MATH 100. MATH 100 is a live online course designed to bring the student up to speed on algebraic math skills. SAS 100AX is a live online course focused on strengthening study skills and learning strategies to aid students in their MATH 100 course, but also in future math courses and other subjects. Coursework consists of attending weekly class meetings where students work together in small groups, apply learning strategies, and build academic confidence. Learning strategies include: time management, growth mindset, overcoming test anxiety, metacognition, resiliency, and active learning.

**General Duties and Responsibilities:**

- Teach multiple sections of SAS100AX, a success strategies course designed to support students who are concurrently enrolled in MATH 100. This includes leading class sessions, assessing student work, assisting students, and holding office hours.
- Maintain accurate and timely student records and assist in program reporting and assessment.
- Work with the SAS100AX Instructional Team to prepare lectures and course materials as requested.
- Work with Undergraduate Teaching Assistant to help facilitate live class and assist with grading and administration.
- Maintain communication with the Instructional Specialist Coordinators and the SAS 100AX instructional team.
- Adhere to set work schedule and maintain accurate record of work hours.
- Adhere to departmental and University policies.
- All other duties as assigned by the Instructional Specialist Coordinator.
**Qualifications:**
- Interest in implementing and facilitating an academic success program that combines student success strategies and student development theory.
- Commitment to making students' learning success the central concern of relationships with them.
- Commitment to creating an environment sensitive to student diversity.
- Experience with Zoom and/or virtual learning.
- Ability to establish a supportive relationship with students.
- Willingness to connect students to THINK TANK services and program components.
- Applicant must be currently admitted or enrolled in a graduate degree program within the University of Arizona for a minimum of 6 units of graduate credit while fall and spring classes are in session (audit courses are not included).
- Applicant must maintain a 3.00 cumulative GPA for all UA Graduate credit courses.
- Applicants must meet the requirements of the UA Graduate College for a Teaching Assistantship (training and language proficiency). Those requirements may be found at [http://grad.arizona.edu/financial-resources/ta/requirements](http://grad.arizona.edu/financial-resources/ta/requirements).

The preferred candidate will have experience with instructional delivery, collaborative learning, facilitation, and classroom management.

**How to Apply:**
- Submit a resume detailing relevant educational, employment and/or volunteer experience
- Attach a one page cover letter describing your interest and qualifications for the position.
- Provide contact information for two academic or professional references (may be from outside Tucson but not a friend or family member) familiar with applicant’s academic or professional achievements.
- Please provide your tentative fall 2022 schedule

All materials need to be submitted to sbrudos@arizona.edu. Questions can be directed to Susan Brudos, Instructional Specialist Coordinator at sbrudos@arizona.edu.