



Graduate Staff Assistant for teaching support and development

Job Description

The William E. Boeing Department of Aeronautics and Astronautics seeks a Graduate Staff Assistant (GSA) to support the department's Teaching Assistants (TAs) and Graders. The GSA for teaching support and development (Lead TA) provides engagement focused on TA teaching development and instructional support. It is worth noting that this position does not provide TA support for a specific course. Typical duties include:

- Serve as consultant in quarterly A&A TA assignments
- Quarterly onboarding of all A&A TAs and Graders
- Coordinate appropriate TA and Grader trainings throughout the year
- Propose, create, and implement additional resources to support the development of teaching skills for TAs
- Facilitate introductions of instructors, TAs, and Graders before the start of the quarter
- Facilitate the tracking of job duties forms for all TAs and Graders
- Facilitate mid-quarter check-ins with TAs and Graders
- Facilitate check-ins with course instructors in the first few weeks of the quarter
- Facilitate end of quarter evaluations with course instructors
- Maintain A&A TA and Grader resource site
- Keep A&A leadership apprised of any concerns

Minimum Qualifications

- Graduate Student in good standing at UW required
- Previous STEM TA experience preferred
- Excellent communication skills
- Advanced professional judgment
- Track record of problem-solving, initiative, and innovation
- Attention to detail
- Ability to work well with others
- Ability to manage multiple projects while meeting firm deadlines

Supervision

This position reports to the Director of Academic Services, with additional direction from the Department Chair and the Associate Chair for Academics.

Hours and Schedule

220 hours per quarter (~20 hours per week). Schedules are based upon the needs of the position and the student employee's availability (e.g., class schedule, etc.). This is a 6 month appointment (Winter 2024-Spring 2024), with potential for reappointment.

Compensation

This position is categorized as an Academic Student Employee (ASE), subject to the current ASE labor contract. William E. Boeing Department of Aeronautics & Astronautics compensates all ASEs at a same variable salary rate (published by the UW Graduate School).

- [ASE Labor Contract](#)
- [ASE Variable Salaries](#)

To Apply

Please send the following in one application packet (PDF) to bwinter1@uw.edu with the subject line "GSA for teaching support and development - (your last name)"

- Your resume,
- Cover letter describing your interest in the position, and
- A brief statement (max. 500 words) about one or two aspects of teaching (i.e., guiding principles and/or key practices) that you think are important for successful student learning. Describe concrete, relevant examples from your experiences as a student and/or TA.

Application deadline: Monday, October 30, 2023 at 8:00am

Applications will be reviewed using a rubric, and top candidates will be invited to interview.

Diversity Statement

Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

The William E. Boeing Department of Aeronautics & Astronautics is committed to creating and maintaining an educational and professional environment that uplifts the marginalized and supports all members of our community. Read more about our commitment to diversity, equity, and inclusion here: <https://www.aa.washington.edu/diversity>

[The University of Washington is an affirmative action and equal opportunity employer.](#) All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 or dso@uw.edu.

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