

Assistantship Type: Teaching Assistantship

Department: College of Arts & Sciences Center for Academic Success (ASCAS)

Pay Rate: Pay rates will adhere to *at least* the minimum requirements based on Pre Masters vs. Post Masters status and appointment rates (1 section: 0.25 FTE or 2 sections: 0.5 FTE) as posted on the Office for Academic Personnel, Graduate Student Assistantships for Teaching Assistantships website for an 18 week contract.

Tuition Award: 0.25 FTE will cover 6 credit hours of tuition / 0.5 FTE will cover 12 credit hours of tuition

Benefit Eligibility: Graduate students who hold an assistantship appointment of 0.25 FTE or greater for at least half of a semester (8 weeks) are eligible for 100% coverage of the health insurance premium by the University under the graduate student health care plan on a semester-by-semester basis.

Anticipated Term: Fall 2024

Appointment Percent: 25% per section / limit of 2 sections (50% FTE)

Application Deadline: April 21, 2024

Position Summary: The College of Arts & Sciences Center for Academic Success seeks several teaching assistants to serve as instructors of our Fall 2024 first-year college transition course. ARSC 198: A&S Student Success Seminar.

This 3-credit hour course takes the format of a lecture/recitation model where all students and instructors will meet together as a large group on Mondays 12:00-12:50PM (this will be around 300-400 students) to receive information from campus resources and faculty visitors, and then students will meet in smaller groups on the other days of the week to further explore the content. Each section will be assigned a Teaching Assistant as the official instructor of record and between 1-3 A&S Academic Advisors. Both TAs and Advisors will be charged with leading specific class sessions. Advisors are not required to attend all class periods, but any TAs that are hired are expected to attend all 3 class periods each week, regardless of whether they are leading the content session or not.

Students will all be incoming first-year students who are studying anything within the College of Arts & Sciences, so the backgrounds, personal goals, and areas of interest will be varied in each

classroom! However, the main goals of this class are to 1) foster strategies for academic success, 2) discover and connect with UNM and its community, and 3) to help prepare them for responsible lives in a diverse, interconnected, and changing world. Because this is a course offered by the College of Arts & Sciences (CAS) for CAS students, priority will be given to applicants from within the CAS for TAs, however anyone is able and encouraged to apply. The syllabus, course calendar, sample lesson plans, Canvas course shell, and guidance will be provided throughout the semester. This course is a good opportunity for anyone to learn best practices related to student success needs, serving diverse student populations, and providing campus support that can inform their teaching practices in the future.

DUTIES AND RESPONSIBILITIES:

- Teach one (0.25 FTE) 16-week section of ARSC 198: A&S Student Success Seminar in the Fall semester (Please note that applicants may be assigned to up to two sections of the course, which would equal a 0.5 FTE based on need and availability).
- Be available to work specifically for the course 10 (1 section/0.25 FTE) to 20 hours (2 sections/0.5 FTE) per week
- Attend the Monday classes of the course, which are 12:00-12:50PM. TAs are not responsible for leading any of these Monday courses, but do need to be in attendance.
- Attend and lead the other two class meeting times of the week based on the assigned content for that given week
- Attend bi-weekly meetings with all TAs who are involved in the course and the Education & Development Manager to discuss course progress and classroom management skills
- Track attendance and grade submitted homework following provided rubrics and guidelines
- Submit final grades to LoboWeb and required documentation to the Education & Development Manager at the end of the semester
- Attend a two-day training the week before the semester begins

Qualifications:

- Graduate student applicants within the College of Arts & Sciences will be given priority, but any and all are welcome to apply
- Must be available on Mondays 12:00-12:50PM
- Must be available to begin training a week before the Fall semester starts, once their contracts become active
- Must be willing to teach in-person on campus
- Applicants must have an awareness of and dedication to addressing issues of equity in education. Preference will be given to traditionally underrepresented students in higher education.
- Must be able to demonstrate some type of previous teaching

experience

To be employed as a graduate assistant; the selected candidate must meet the following criteria:

- Formally admitted to a graduate program at the University of New Mexico.
- A graduate student in good standing as determined in the sole discretion of UNM administration.
- For Fall and Spring semester, maintain enrollment at the University of New Mexico for a minimum of 6 hours of course work, thesis, or dissertation hours that count toward the graduate degree.
- A 3.0 grade point average in graduate coursework each semester.
- Within the time limit, as specified in the UNM Graduate Catalog, for completion of the degree sought.

Application Instructions: To be considered for this opportunity, interested candidates should:

- Submit an application here:
<https://forms.office.com/r/HJCGDm7X9m>
- Book a time for an interview, which will occur on either Tuesday 4/23 or Wednesday 4/24: [Book time with Sarah Peceny: ARSC 198 Teaching Assistantship Interviews](#)
- Applicants will need to submit the name of at least one professional reference who can speak to their knowledge and experience teaching and you're their commitment to diversity, inclusion, and equity.

Please contact the ASCAS Education & Development Manager, Sarah Peceny (speceny2@unm.edu), with any additional questions.

Assistantship holders are represented by United Electrical, Radio and Machine Workers of America (UE).