

**GA/TA Network Development Team**  
Faculty of Graduate Studies

***GATA Digital Outreach Coordinator***

The *GATA Digital Outreach Coordinator* position will provide a current or recent graduate student with a serious interest in post-secondary education an opportunity to be part of a team developing and maintaining the GATA Network – a team of individuals working to create personal and professional development opportunities for graduate assistants and teaching assistants. The particular focus of this position will be to plan and coordinate the development of the digital outreach and social networking for the GATA Network for graduate students and teaching assistants at the University of Windsor. The team also coordinates with members of the Faculty of Graduate Studies, the Centre for Teaching and Learning, the Office of Open Learning, and individual departments on various projects that promote an increasingly learning-centred culture at the University of Windsor.

**Approximate duration of appointment:** approximately 1 year, with possibility of extension

**Pay:** \$30.00 per hour, for approximately 10 hours per week.

**General responsibilities** of the *GATA Digital Outreach Coordinator* include the following:

- Designing, implementing, and coordinating digital outreach and social networking for the GATA Network.
- Engaging in activities that foster the development of an increasingly learning-centred culture on campus, particularly among GA/TAs.
- Promoting critical reflection on, and formative evaluation of, pedagogical practice.
- Modeling and encouraging scholarly teaching practices for GA/TAs.
- Participating in activities relevant to the scholarship of teaching and learning (SoTL).
- Creating teaching and learning resources specifically focused on the challenges facing GA/TAs.

**Specific duties** of the *GATA Digital Outreach Coordinator* may include, but are not limited to:

- Providing insight and input into the design of a decentralized, inter-departmental GA/TA professional development network at the University of Windsor.
- Providing insight and collaborative support for a variety of projects, workshops, publications, and presentations involving professional development in teaching and learning for graduate students and teaching assistants.
- Meeting with departmental representatives to identify issues and topics most relevant to their GA/TAs.
- Researching key teaching and learning issues and strategies relevant to GA/TAs.
- Choosing and implementing the best digital outreach for the GA/TA Network.
- Attending weekly group meetings with the Centre for Teaching and Learning staff to discuss teaching and learning issues, methodologies, philosophies, processes, and controversies, as well as opportunities for teaching and learning development on campus.

**Necessary qualifications** for this position:

- Commitment to a minimum of 3 hours on campus each week.
- Either currently enrolled in, or have recently completed a graduate program.
- Demonstrated competence with digital media and social networking.
- Demonstrated excellence in university teaching as a GA/TA or in other teaching roles.

- Demonstrated sustained involvement in professional development activities—especially, but not limited to, development as a teacher.
- Support of his or her supervisor and department head in pursuing this position (if currently a graduate student).
- Demonstrated organizational, time-management, and problem-solving skills.
- Demonstrated ability to determine, focus on, and meet achievable goals.
- Demonstrated ability to work both independently and collaboratively.
- Excellent oral and written communication skills.
- Evidence of proficiency in new technologies, as well as the ability to learn new technologies quickly.

**Technical Skills** required for this position:

- Administer, update, and maintain WordPress site (knowledge of CSS, HTML, PHP helpful).
- Manage GATA e-mail, Facebook, and Twitter accounts.
- Administer a site or sites on the current Learning Management System (such as Blackboard) with as many as 1500 members.
- Willingness to undertake training for new technologies for outreach.
- Skill with programs such as Word, PowerPoint, Outlook, and Excel (familiarity with Adobe Creative Software helpful).

**Desired qualifications** for this position:

- Experience with online composition and collaboration software and models.
- Evidence of educational leadership.
- Evidence of effective work in teaching and learning beyond typical GA/TA duties.
- Demonstrated commitment to university-level teaching and learning beyond one's own teaching roles and responsibilities.
- Strong editorial and English composition skills.
- Evident knowledge of major issues, approaches, methods, research, and controversies in teaching and learning—and the ability to apply that knowledge to solve problems related to university education.
- Willingness to collaborate on the creation of online resources and learning modules for teaching and learning issues.
- Participation in Scholarship of Teaching and Learning activity (such as conference presentations and publications related to teaching and learning).

**To Apply:**

Applicants must submit (by email) a curriculum vitae and teaching dossier demonstrating their qualifications for this position, along with a cover letter explaining a) their motivations for applying, and b) the contribution the *GA/TA Network Coordinator* experience would make to their lives and career goals. Address applications to Dr. Erika Kustra at [kustraed@uwindsor.ca](mailto:kustraed@uwindsor.ca).