

GATA Network Development Team

Faculty of Graduate Studies

GATA Network Coordinator

The *GATA Network Coordinator* position will provide a current or recent graduate student with a serious interest in post-secondary education an opportunity to play a lead role in the initiatives of 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 GATA Network for graduate assistants 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.

Duration of appointment: approximately three months with possibility of extension

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

General responsibilities of the *GATA Network Coordinator* include the following:

- Sustaining, growing, and coordinating a network of GAs and TAs.
- 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.
- Creating teaching and learning resources specifically focused on the challenges facing GA/TAs.

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

- Continuing and coordinating 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.
- Locating and recruiting members to act as peer mentors, workshop facilitators, publication contributors, and departmental liaisons.
- Establishing, coordinating, and facilitating GA/TA learning communities.
- Helping GA/TAs design and facilitate effective pedagogical workshops.
- Participating in activities relevant to the scholarship of teaching and learning (SoTL).
- 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 6 hours on campus each week.
- Either currently enrolled in, or have recently completed, a graduate program.
- Demonstrated excellence in university teaching as a GA/TA work 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.

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.
- Participation in Scholarship of Teaching and Learning activity (such as conference presentations and publications related to teaching and learning).

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.