

GRADUATE ASSISTANT

POSITION: Center for Academic Innovation Graduate Assistant
SUPERVISING DEPARTMENT: CENTER FOR ACADEMIC INNOVATION

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University.
- Strong written and verbal communication skills
- Ability to work independently with little supervision; be conscientious and reliable, with an aptitude for creative problem solving; and obtain an attitude of mutual respect and collegiality
- Interest in at least one of the following: teaching & learning, technology use, instructional design, program administration, or communications & marketing

PREFERRED QUALIFICATIONS:

- 1) Able to work independently and as part of a team.
- 2) Capable of coordinating efforts and collaborating with team members.
- 3) Conscientious, patient, and reliable.
- 5) Experience working with external partners or customer service
- 6) Ability to set priorities and manage multiple activities.
- 7) Able to produce detailed work with high degree of accuracy.

*** Acceptance into a WOU full -time, approved graduate student program is a condition of employment. The following documents are required prior to hire: Unofficial copy of currently enrolled WOU courses and Copy of the completed GTA Approval Request form.*

Re-appointment must be determined upon continuous enrollment in the graduate program, performance evaluation, as well as student academic standing.

DUTIES AND RESPONSIBILITIES:

The Center for Academic Innovation supports Western Oregon University in identifying and implementing educational best practices that facilitate quality learning experiences, both online and on campus, through direct services, programming and collaborations with other units and departments on campus. Graduate assistants in the Center for Academic Innovation work under the supervision of the Director of Academic Innovation and other professional staff to support the overall operation of the Center for Academic Innovation.

The Center for Academic Innovation provides faculty development opportunities, such as workshops and training focused on teaching strategies and pedagogical best practices, as well as instructional design services, user support for academic technology (including Canvas, WOU's learning management system), and guidance on the administration of distance education programs. Currently, the Center for Academic Innovation's programming portfolio emphasizes technology-enhanced and online learning, universal design and accessibility, student-centered teaching strategies, and, in conjunction with the Library, open educational resources.

Graduate students are assigned duties and projects based on skills and interests, as well as relevance to their graduate program of study. Previous and current graduate assistants have supported the Center for Academic Innovation in the following areas:

- Providing technical support to students and faculty members using the learning management system or other supported academic technology over email or by appointment
- Collaborating with CAI staff to develop and facilitate faculty development opportunities such as workshops or short courses that cover a range of pedagogical topics
- Curating or creating digital resources on pedagogical topics or commonly asked questions regarding the use of academic technology
- Assisting CAI's instructional designers as they work with faculty to create or enhance online or hybrid courses
- Assisting the Director with outreach and communication materials to promote CAI's programs & services, increase awareness of policies related to online teaching, or share best practices
- Conducting research projects, at the request of the Director of CAI, on best practices, policies, or new innovations for online or technology-enhanced learning

HOURS:

The Center for Academic Innovation is open Monday through Friday from 8:00 to 5:00 pm. Weekend and evening hours can be scheduled by graduate student request and with the approval of the Director of Academic Innovation.