Position: Ethnic Studies Graduate Teaching Assistant (2020-21)

Description of Duties (may include the following):

- Serve as Graduate Teaching Assistant for one or two faculty members per semester. Duties may include: grading, substituting for faculty during travel, assisting with special assignments or faculty research, facilitating supplemental instructional sessions
- Assist in developing and implementing special programs, events, workshops, presentations, etc.
- Assist with implementing marketing strategies
- Assist with recruitment and retention initiatives
- Supporting Ethnic Studies Field Work activities and orientation
- Perform other duties as assigned. Please visit our website to learn more about the Ethnic Studies Program [http://nau.edu/sbs/ethnic-studies/](http://nau.edu/sbs/ethnic-studies/)

Minimum Qualifications:

- Must be enrolled as a full-time (9 credit hours, or more depending on degree requirements) graduate student on the Northern Arizona University Flagstaff Mountain Campus.
- Must maintain a cumulative GPA of 3.0 or higher.
- Effective interpersonal skills that include the ability to work with diverse staff, students, faculty, and community members.
- Cultural sensitivity and respect for cultural differences and worldviews of racially and ethnically diverse populations.
- Proficiency in Microsoft Word, Excel, Access, Publisher, and general databases
- Experience in program planning and execution.
- Strong written and oral communication skills.
- Dependable, and able to work independently or with a group.
- Preference will be given to students who are (or will be) enrolled in the Ethnic Studies Graduate Certificate program, as well as students who have a patterned commitment to working with under-represented students.

Remuneration may include the following, based on a 10-hour/week appointment:

- GTA stipend for each academic semester: up to $3,000 (10 hours per week)
- Waiver of non-resident tuition (if applicable)
- In-state tuition remission (50% for 10 hour/week GTA; 100% tuition remission for 20 hour/week GTA)

Terms of Employment: Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU. This is a 10-hour/week appointment for the 2020-2021 Academic Year and may be offered on a semester-renewable basis.

How to Apply: Submit a letter of interest, resume, and two references to Dr. Ricardo Guthrie and Dr. Wendy Rountree. Your letter of interest should specifically address your experience and interest in the duties and qualifications described above. Email documents to: EthnicStudies@nau.edu or deliver to Ethnic Studies Program, SBS West Building 70, Suite 100. Please contact the ES Administrative Associate, Ms Jessy Zukosky, at 928-523-2011 with any questions or concerns. This position will remain open until filled, and is subject to renewal.