

The Interdisciplinary Writing Program is pleased to offer a 20-hour Graduate Teaching Assistantship with full tuition remission and health insurance for the upcoming 2023-2024 academic year. Please see the description below for more information about the position and how to apply.

About

This position will provide services for the Interdisciplinary Writing Program (IWP) and the University Writing Commons (UWC), and applicants from all disciplines are encouraged. The IWP provides support and resources for faculty and students—meeting individual learner needs—that support active learning, retention, and transfer in students’ academic and professional careers. The UWC provides one-to-one peer writing assistance for students in all disciplines and at all levels on the Flagstaff Mountain Campus, Statewide, Personalized Learning, and online. This position reports to the IWP Director and IWP Program Coordinator.

Job Description

- Provide one-to-one writing support to NAU students, faculty, and staff in face-to-face and online formats.
- Help prepare midterm grades for students enrolled in ENG100 and ENG405.
- Provide support for students enrolled in ENG100 and ENG405.
- Prepare and deliver presentations and workshops in various classes and programs that incorporate writing instruction and promote the UWC.
- Help develop content and resources for the IWP website and blog.
- Assist with various IWP and UWC projects and events.
- Mentor undergraduate Writing Assistants and Student Assistants.

Minimum Qualifications

- Acceptance in a graduate or PhD program at Northern Arizona University.
- Demonstrated excellence in writing.
- Excellent oral communication skills.
- Excellent interpersonal communication skills.

Preferred Qualifications

- Teaching or tutoring experience.
- Strong public speaking skills.
- Knowledge of various disciplinary and workplace writing conventions.

Benefits

- 100% tuition remission*
- A waiver of the student health insurance premium

- A stipend for a 9 ½ month contract of \$12,000 for Master’s or \$15,000 for PhD based on start date (including August training periods)

Terms of Employment

Enrollment: Employment is contingent upon admission to the Graduate College and acceptance into a graduate or PhD program at NAU. According to the Graduate College “To be awarded a graduate assistantship, students must be full-time, graduate degree-seeking students, with a GPA of 3.0 or higher. Students that are conditionally admitted to a graduate program due to a GPA below 3.0 upon admission are not eligible to receive a graduate assistantship.”

(<https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/>).

As a condition for retention in the role, the Graduate Assistant must remain in good academic standing, which includes the following: 1) maintaining a minimum semester and cumulative GPA of 3.00, 2) no grades of C or below, and 3) completion of a minimum of nine (9) credit hours in both Fall and Spring semesters which apply towards graduation.

Period of employment: Employment begins approximately two weeks prior to the start of the Fall semester and runs through the end of the Spring Semester of the same academic year. Graduate Assistants are off contract during specific dates of the Thanksgiving holiday, Winter Break, and Spring Break. All Graduate Assistants are hired under a provisional contract that carries a probationary period of one semester during which employment status will be reviewed. It is encouraged that Graduate Assistant candidates view the assistantship as a two-plus year commitment.

Work Hours: This position is full-time, approximately 20-hours per week. Please note that there are some peak times where work hours may exceed 20-hours per week.

Remuneration: A stipend for a 9 ½ month contract of \$12,000 for Master’s or \$15,000 for PhD based on start date (including August training periods), full tuition remission, and paid health insurance. Please note that student fees and parking permits are not included.

How to Apply

Applications may be emailed to: iwriting@nau.edu

Subject: IWP GTA Application 2023-2024

For further information, please contact Alana Kuhlman at alana.kuhlman@nau.edu

Complete APPLICATION includes:

- Cover Letter
- Resume
- 1-page essay expressing your interest in this position

- 2-3 page academic writing sample

Application Deadline

Review of applicants will begin on Wednesday, February 1st, 2023 @ 8:00 a.m. No further applications will be considered after February 1st, 2023 @ 8:00 a.m.

*Please note online campus students may be subject to enrollment limitations on full tuition remission due to the variable unit tuition structure- please refer specific questions to GATW@nau.edu

Equal Employment Opportunity Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples. EEO Law Poster NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.