



McGill

Teaching and Learning Services
McLennan Library Building
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Position Available

Graduate Student Assistant: Supporting Assessment Initiatives

Posting Reference #: GSA20170922 – 006

Job Posting September 22, 2017

Teaching and Learning Services (TLS) is seeking a candidate for a Graduate Student Assistant position related to teaching and learning in higher education to work on a variety of projects in support of initiatives related to Assessment of student learning at McGill. This position is open to Master's and Doctoral students (any discipline) who are interested in developing their knowledge and skills in this area.

This position is for approximately 10 hours per week, starting on October 23, 2017.

Job summary:

- Providing logistical support for university-wide events related to assessment of student learning
- Researching, documenting and summarizing information used for planning and evaluation, including preparing project documents and reports
- Supporting teaching development activities (e.g., workshops, webinars, Faculty Learning Communities)
- Developing program materials (manuals, contact lists, calendars of upcoming events)
- Creating online forms and web page content
- Designing and implementing data gathering instruments (e.g., interview protocols, online surveys)
- Communicating with faculty members, facilitators, speakers and/or session participants
- Promoting and advertising events

Skills/abilities:

- Excellent organizational and management skills
- Excellent oral and written communication skills
- Excellent information literacy skills (i.e., ability to define research terms, search online databases, journals, websites, and critically evaluate resources)
- Excellent teamwork, interpersonal and leadership skills
- Ability to work in a PC environment using word-processing and spreadsheet applications
- Digital literacy skills: ability to create online forms and web content

Preference will be given to students with previous experience in organizing major events.

Salary: Master's student - \$20/h; PhD student - \$23/h + 4% vacation indemnity

To apply, please send a cover letter, curriculum vitae, and copy of your unofficial McGill transcript by email clearly indicating the posting reference number to Teaching and Learning Services (hr.tls@mcgill.ca) no later than **September 29, 2017**. Please note that applicants who are selected for an interview will be required to provide a written confirmation from their supervisors or advisors indicating that they support the candidate undertaking this work.