

GRADUATE ASSISTANTSHIP IN WOMEN'S STUDIES POSITION DESCRIPTION

Teaching assistants in the Women's Studies program have the opportunity to gain experience in a field other than their degree area; approach important topics from a multi-disciplinary perspective; and engage in intensive preparation for academic teaching.

Objectives and Tasks:

- A. To participate in teaching Women's Studies core courses (WOMS 230 and WOMS 235) by leading discussion sections and assisting lecturers, or to assist with special topics courses (as requested). Tasks include:
 - 1. attending each lecture in the Women's Studies core courses and giving one or more lectures per semester as mutually agreed upon with course coordinators
 - 2. preparing for and leading a regular discussion section
 - 3. grading student work
 - 4. maintaining one office hour a week for each contact class hour. When not conferring with students, TAs may be asked to perform other office duties
 - 5. locating instructional materials in the library or other appropriate locations as requested
 - 6. assisting in preparation and duplication of handouts, materials, and course evaluation forms as requested; distributing and collecting all materials in class at the beginning or end of the hour
 - 7. arranging with the Program secretary for audio-visual equipment
 - 8. assisting in preparation of exams and proctoring exams
 - 9. attending required orientation and training sessions the week before each semester starts
- B. To assist in planning and arrangements for program-related events and attend such events whenever possible, represent the program on committees when necessary, and participate in meetings of Women's Studies staff and the Women's Studies Executive Committee as requested.
- C. To assist undergraduate students in making decisions about the minor and courses in the minor and in identifying research materials for courses in the minor
 - 1. advising interested students about available courses, times, and requirements
 - 2. providing information and referrals regarding the Women's Studies Program and other facilities for women students, staff and faculty at NIU

Terms of Appointment:

- A. Ordinarily, assistants will be expected to enroll in the graduate concentration in Women's Studies.
- B. Assistants report to the Director of Women's Studies, although teaching duties will also be supervised by other faculty working with the program.
- C. Whenever possible, pay will be at or above the rate of the graduate assistant's home department.
- D. A full time assistantship is a commitment of 20 hours per week throughout the contract period; a half-time assistantship is a commitment of 10 hours per week throughout the contract period.
- E. Continued appointment (up to two years) contingent upon satisfactory progress toward degree and satisfactory review by Director in consultation with program staff.
- F. Other conditions of employment may be stipulated in the offering letter.

To Apply:

Applicants should provide a current résumé, copy of the Graduate School's assistantship application, an academic writing sample, a letter explaining their interest in the position, and two written letters of recommendation. Letters of recommendation must arrive in the Women's Studies office in a signed and sealed envelope or by email directly from the author. **Students must file for work-study funds if they have not already done so.**

Send applications to: The Women's Studies Program, 103 Reavis Hall, NIU (753-1038)

The position is open until filled, but we will begin reviewing applications on March 1, 2012.