GATA Network Development Team
Faculty of Graduate Studies

GATA Network Coordinator

The *GATA Network Coordinator* position will provide a graduate student with a serious interest in post-secondary education an opportunity to play a lead role in the initiatives of the GATA Network – a team of individuals working to create personal and professional development opportunities for graduate assistants and teaching assistants. The particular focus of this position will be to plan and coordinate the development of the GATA Network for graduate assistants and teaching assistants at the University of Windsor. The team also coordinates with members of the Faculty of Graduate Studies, the Centre for Teaching and Learning, the Office of Open Learning, and individual departments on various projects that promote an increasingly learning-centred culture at the University of Windsor.

Duration of appointment: approximately four months with possibility of extension

Pay: for approximately 10 hours per week ($38-$43/hour plus benefits based on experience)

General responsibilities of the *GATA Network Coordinator* include the following:
- Sustaining, growing, and coordinating a network of GAs and TAs.
- Engaging in activities that foster the development of an increasingly learning-centred culture on campus, particularly among GA/TAs.
- Promoting critical reflection on, and formative evaluation of, pedagogical practice.
- Modeling and encouraging scholarly teaching practices for GA/TAs.
- Creating teaching and learning resources specifically focused on the challenges facing GA/TAs.

Specific duties of the *GATA Network Coordinator* may include, but are not limited to:
- Explore sustainability models for the GATA Network.
- Continuing and coordinating a decentralized, inter-departmental GA/TA professional development network at the University of Windsor.
- Liaising with the Graduate Teaching and Learning (GTL) Fellows and contributing to the training, orientation, and mentorship of the GTL Fellows.
- Providing insight and collaborative support for a variety of projects, workshops, publications, and presentations involving professional development in teaching and learning for graduate students and teaching assistants.
- Meeting with departmental representatives to identify issues and topics most relevant to their GA/TAs.
- Locating and recruiting members to act as peer mentors, workshop facilitators, publication contributors, and departmental liaisons.
- Establishing, coordinating, and facilitating GA/TA learning communities.
- Helping GA/TAs design and facilitate effective pedagogical workshops.
- Participating in activities relevant to the scholarship of teaching and learning (SoTL).Attending regular group meetings with the Centre for Teaching and Learning staff to discuss teaching and learning issues, methodologies, philosophies, processes, and controversies, as well as opportunities for teaching and learning development on campus.

Necessary qualifications for this position:

- Currently enrolled in a graduate program.
- Demonstrated excellence in university teaching as a GA/TA work or in other teaching roles.
- Demonstrated sustained involvement in professional development activities (e.g., teaching and learning workshops) – especially, but not limited to, development as a teacher.
- Support of supervisor and department head in pursuing this position (if currently a graduate student).
- Evidence of educational leadership.
- Evidence of effective work in teaching and learning beyond typical GA/TA duties.
- Demonstrated commitment to university-level teaching and learning beyond one's own teaching roles and responsibilities.
- Demonstrated organizational, time-management, and problem-solving skills.
- Demonstrated ability to determine, focus on, and meet achievable goals.
- Demonstrated ability to work both independently and collaboratively.
- Excellent oral and written communication skills.

Desired qualifications for this position:
- Enrollment and/or completion of a teaching certificate program
- Experience with online composition and collaboration software and models.
- Strong editorial and English composition skills.
- Evident knowledge of major issues, approaches, methods, research and controversies in teaching and learning -- and the ability to apply that knowledge to solve problems related to university education.
- Participation in Scholarship of Teaching and Learning activity (such as conference presentations and publications related to teaching and learning).

Applicants must submit (by email) a curriculum vitae and teaching dossier demonstrating their qualifications for this position, along with a cover letter explaining a) their motivations for applying, and b) the contribution the *GA/TA Network Coordinator* experience would make to their lives and career goals. Address applications to Dr. Laura Chittle at lchittle@uwindsor.ca.

Resources related to teaching dossier development can be found on the CTL website along with a series of self-paced modules designed to support graduate students in developing their teaching dossier:
- https://www.uwindsor.ca/ctl/502/teaching-dossiers
- Developing Your Teaching Dossier Series Modules

Questions regarding this position can be directed to Dr. Laura Chittle.

Application Deadline: Monday, May 1st, 2023 (11:59 PM)

Start Date: immediately