

Walker Library MT Engage Graduate Assistant Application

JOB DESCRIPTION

Qualifications

The position of Walker Library MT Engage Graduate Assistant at Middle Tennessee State University is an essential component of the Walker Library's collaboration with MT Engage, the university's Quality Enhancement Plan. The graduate assistant is a MTSU graduate student and is selected on the basis of the following criteria

- Teaching experience
- Ability to learn technology quickly
- A high degree of digital literacy
- Communication skills, both written and oral
- Ability to work independently
- Interpersonal effectiveness
- Academic achievement

Additionally, candidates must possess the following qualifications:

- Be enrolled as a full time graduate student at MTSU
- At time of application, possess a semester and cumulative grade point average (GPA) of 3.0, maintained throughout employment
- Be in good standing with MTSU and the Walker Library
- Pass a criminal background check administered by MTSU

Position responsibilities may include, but are not limited to:

- Teaching classes of undergraduate students how to create ePortfolios in Desire-2-Learn including the following skills
 - proper design, layout, and content of an ePortfolio presentation, in particular a presentation using the MT Engage ePortfolio template
 - relevant information literacy skills as they relate to ePortfolio creation
 - the importance of attributing sources, copyright, and citation styles
- Creating online instructional materials for undergraduate students on how to create ePortfolios in Desire-2-Learn including the following skills
 - proper design, layout, and content of an ePortfolio presentation, in particular a presentation using the MT Engage ePortfolio template
 - relevant information literacy skills as they relate to ePortfolio creation
 - the importance of attributing sources, copyright, and citation styles
- Meeting monthly with MT Engage and Walker Library staff and biannually with MT Engage and Walker Library Staff and the University Writing Center ePortfolio Coordinator
- Coordinating with Walker Library Tech Coach administrator and students
- Holding regular office hours for one-on-one student assistance

- Tracking and reporting instruction and assistance statistics

Compensation

\$20,000

GA's receive instruction concerning the various facets of their position, opportunities for personal and professional development not available to the general student population, and practical work experience to support their efforts to gain full-time employment upon their graduation or departure from MTSU. This appointment is for the academic year 2021-22.

Application Requirements

To submit your completed application, please e-mail the following to Christy Groves, Interim Associate Dean of the Walker Library (christy.groves@mtsu.edu). Note, your application will not be considered complete until all of the following materials have been submitted:

- Graduate assistant application <https://www.mtsu.edu/graduate/funding.php>
- Resume
- Contact information for 3 References (Name, Email, Phone Number, Address, Relation to Applicant)