

Graduate Assistant – Teaching Position (Two Available).

SUMMARY:

The Department of Agricultural Leadership, Education, and Communications is seeking Ph.D. graduate students attending Texas A&M University to assist with teaching responsibilities for undergraduate courses. Successful candidates are responsible for assisting with course labs, grading course assignments and working effectively with the instructor of record.

Essential Duties and Responsibilities

- Works collaboratively with the instructor of record for an undergraduate level course(s)
- Grades assignments based upon the guidelines and rubrics provided by the instructor of record
- Inputs assignment grades into the learning management system for the assigned course(s)
- Communicates on a regular basis with the instructor of record
- Other related duties as assigned.

Minimum Requirements

- Education: Attending Texas A&M University, College Station, as a graduate student and enrolled in full-time status, minimum 9 credit hours.
- Preferred completion of undergraduate coursework and/or related industry experience in the course subject • Maintain a TAMU overall GPA of 3.0 for graduate students.
- Must meet all other requirements as outlined by TAMU's Satisfactory Academic Progress Policy

Knowledge, Skills, and Abilities

- Proficiency in use of personal computer workstation with common software applications.
- Ability to organize and multitask functions to ensure compliance with deadlines.
- Outstanding customer service skills.
- Excellent interpersonal relationship and communication skills.
- Problem analysis and problem-solving skills.
- Ability to learn and use multiple software programs.
- Ability to multitask and work cooperatively with faculty

Other Requirements

- Position requires on campus, face-to-face interactions.
- Position requires maintaining a regular schedule of attendance on campus and in the workplace.
- Work schedules are created by the Associate Head for Graduate Programs based on specific experience and needs but ensure it does not conflict with student class schedule.
- Promptly complete all required trainings, as applicable.
- Position is contingent on funding and successful performance

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution's verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check.

Equal Opportunity/Veterans/Disability Employer.

If interested, contact Dr. Gary Wingenbach - gary.wingenbach@ag.tamu.edu