~ JOB NOTICE ~
Position available for 2015-2016 academic year.

TA Development Program (TADP) Coordinator Internship
Student 1 – Title Code 4922, 49% time

Context: The Office of Instructional Consultation’s (OIC) mission is to provide the faculty of UCSB with the highest caliber professional consultation in matters of instructional design, delivery and evaluation. One of OIC’s functions is to support academic departments in designing and offering effective training for their Teaching Assistants (TAs) and to assist the campus in preparing graduate students for their teaching role as future university faculty.

Job Description: The Coordinator is closely supervised by and reports to the Senior Instructional Consultant in the Office of Instructional Consultation. The Coordinator is responsible for the management and operation of the campus-wide TA Development Program (TADP), affecting all academic departments and programs that employ graduate student TAs. The Coordinator will plan Program functions including elements which support training within academic departments and elements which are offered campus-wide, planning activities and events such as workshops, meetings, training sessions, carrying them out, and assessing their impact. TADP’s multiple services include:

- **TA Orientation (TAO):** An annual campus-wide Orientation and set of workshops that draws over 400 TAs. The Coordinator is responsible for working with the Senior Instructional Consultant in designing, organizing, securing speakers and workshop presenters, hosting, and evaluating the event.

- **Quarterly TA Pedagogy Workshops:** Workshops on principles, strategies, and techniques of teaching. An array of workshops is designed to support and compliment TA training activities within the academic departments. The Coordinator is responsible for working with the Senior Instructional Consultant in designing, arranging, conducting, and evaluating these workshops.

- **TA Video and Consultation:** Offers peer consultation to TAs regarding their recorded teaching sessions. The Coordinator oversees the scheduling of consultations; helps to select and train video consultants, under the supervision of the Senior Instructional Consultant. The Coordinator and video consultants engage TAs in a discussion of their classroom practices, and how they could be improved, across a variety of disciplines.

- **Lead TA Institute (LTAI):** A two-day workshop that provides Lead TAs with ideas and training to support them in their roles. The Coordinator is responsible for assisting the Senior Instructional Consultant in the design, delivery and evaluation of the 2-day Institute.
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The Coordinator under the supervision of the Senior Instructional Consultant is also responsible for cooperating and collaborating with other agencies (e.g. the Graduate Division, Summer Sessions) and programs (e.g. the Certificate for College and University Teaching) on activities to strengthen the preparation of graduate student TAs and Associates for the teaching aspects of their current and anticipated professional roles.

Examples are:

- The *Certificate for College and University Teaching*. Administered by the Office of Instructional Consultation, the Graduate Division and a Faculty Advisory. This program consists of five pedagogical requirements, culminating in a Teaching Portfolio, and is available to doctoral students who wish to develop and demonstrate superior competence and experience in preparation for a College or University teaching career.

- The *Summer Teaching Institute for Associates* (STIA). This Institute prepares new and experienced graduate student Associates to take full instructional responsibility for Summer Session courses. The program is developed and managed by the Senior Instructional Consultant, with assistance from the Coordinator.

**Qualifications:** Graduate students wishing to be considered for this position must demonstrate in a cover letter or resume the following qualifications:

- Currently enrolled in a Ph.D program at UCSB and already advanced to candidacy
- At least three quarters of teaching experience at UCSB (as a TA and/or Teaching Associate)
- Experience using a variety of teaching approaches
- A desire to work with TAs to help them improve their teaching
- An interest in learning more about college and university pedagogies
- The ability to make non-judgmental observations
- Aptitude for communicating across disciplines
- Some experience in training/mentoring others is helpful, but not essential

**How To Apply:** Address cover letter and/or resume and curriculum vitae to;

Lisa Berry  
Senior Instructional Consultant  
Office of Instructional Consultation  
Instructional Development Department

Email submissions to;  
sarah.koepke@id.ucsb.edu