DEADLINE:  5:00 p.m. on Tuesday, December 1, 2015

SUBMIT TO:  Natasha Saldaña, Senior Academic Coordinator (nvs@austin.utexas.edu or GWB 2.102D)

QUESTIONS:  Dr. Nicole M. Guidotti-Hernández, UT-Austin MMUF Director (ngh24@austin.utexas.edu)

PROGRAM DESCRIPTION

Through the generous support of an Andrew W. Mellon Foundation grant, the Mellon Mays Undergraduate Fellowship Program (MMUF) announces a call for teaching assistants at The University of Texas at Austin.

This doctoral preparatory program offers a concrete mentoring plan and financial support to rising sophomore and junior students who will pursue academic research in Mellon-approved fields. The fundamental objective of MMUF is to increase diversity amongst faculty in U.S. universities and colleges, as well demonstrate a commitment to eradicating social, educational, and economic disparities (www.mmuf.org).

TA JOB DESCRIPTION

The MMUF Teaching Assistant supports the MMUF Program faculty directors with planning events, executes academic career-related mentoring services, teaches seminar discussion sections, and provides walk-in MMUF advising. This is an opportunity to be immersed in the operations of an undergraduate research and mentoring program including: on campus recruiting, advising, marketing, teaching, managing online communications portals, and supporting MMUF events.

Successful candidates will possess 1-2 years work experience (some previous experience with an undergraduate research program like McNair, MMUF, or SROP) working with college student populations in a recruitment, advisory, or counseling role. Applicants must demonstrate excellent interpersonal, oral, and written communication skills, and strong organizational and technical skills. Candidates must have a passion for teaching and mentoring a diverse student body. Prior teaching assistant experience is preferred.

REQUIRED APPLICATION MATERIALS

1.  Completed Teaching Assistant Application form;
2.  A one-page statement about qualifications that make you an ideal candidate for working with the MMUF program, including a statement on diversity;
3.  CV; and
APPOINTMENT DETAILS AND ELIGIBILITY

20 hours per week; a year-round appointment. Depending on availability and approvals, this could potentially be a two-year opportunity.

Applicants must be enrolled in graduate coursework in Summer 2016. Position begins in Summer Session II of 2016.

Salary is competitive with standard College of Liberal Arts rates.