**Temp Teaching Assistant**

**Please see Special Instructions for more details.**

Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. Posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions. Cover letters are optional for this position and will not be used for evaluating your qualifications. Typically, the starting salary is at the lower end of the salary range. For additional information please contact: Dennis Bennett at dennis.bennett@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. To ensure full consideration, applications must be received by March 8, 2018. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.

**Position Details**

**Position Information**

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| **Department** | Academic Success Center (XUS) |
| **Classification Title** | Temp Teaching Assistant |
| **Job Title** | Temp Teaching Assistant |
| **Appointment Type** | Temporary Staff |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 49 |
| **Appointment Basis** | 12 |
| **Pay Method** | Hourly |
| **Min Salary** | $12.92 |
| **Max Salary** | $18.37 |
| **Employment Category** | Temporary |
| **Position Summary** | This recruitment will be used to fill three part-time (approximately 20 hours per week) Temporary Teaching Assistant positions for the Writing Center at Oregon State University (OSU). Teaching assistants will tutor undergraduate and graduate students from all disciplines and majors. Teaching assistants will also work one-on-one with undergraduate and graduate students to develop their writing expertise in either an online or face-to-face setting. |
| **Position Duties** | 100% duties consist of:  Tutor undergraduate and graduate students from all disciplines and majors.  Work one-on-one with student to develop students’ writing expertise either online or face-to-face settings.  Facilitate training sessions one hour per week.  Attend one hour of professional development per week. |
| **Minimum Qualifications** | Equivalent to a high school diploma and six months of paid or unpaid experience working with or caring for children, preferably in groups; OR Two years of college courses in Education. Some positions in this class may require the possession of an Oregon Driver’s License valid for the class of vehicles used by the employing agencies. |
| **Additional Required Qualifications** | A demonstrable commitment to promoting and enhancing diversity. |
| **Preferred (Special) Qualifications** | Bachelors degree with previous writing center or online writing center experience.  Excellent oral and written communication skills. |
| **Working Conditions / Work Schedule** |  |
| **This position is deemed essential and the incumbent may be expected to report to work during inclement weather, emergency and other University work curtailments or closures.** | No |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | No |

**Posting Detail Information**

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| **Posting Number** | P01417CT |
| **Number of Vacancies** | 3 |
| **Anticipated Appointment Begin Date** | 04/02/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 03/01/2018 |
| **Full Consideration Date** | 03/08/2018 |
| **Closing Date** | 03/10/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. Posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions. Cover letters are optional for this position and will not be used for evaluating your qualifications.  Typically, the starting salary is at the lower end of the salary range.  For additional information please contact: Dennis Bennett at dennis.bennett@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  To ensure full consideration, applications must be received by March 8, 2018. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

**Optional Documents**

1. Cover Letter