

**Grand Valley State University
College of Education
Graduate Assistant
Leadership and Learning**

Title

Technology Teaching Specialist

Project Description

Our department is at a critical point of organizing, refining, and implementing efficiency efforts that will allow us to demonstrate the quality of our instruction along with student competencies. This effort blends well with the current Council for the Accreditation of Educator Preparation (CAEP) requirements and State of Michigan standards. This graduate assistant will provide technology expertise to share with faculty and staff to improve teaching instruction.

Terms

This 9 month position will run through the academic year as full-time (20 hours per week). The position includes a \$4000.00 stipend and tuition waiver up to 9 credits for the fall and winter semesters.

Responsibilities

The graduate assistant will provide technology support to the Leadership and Learning Department in the following ways:

- Work with faculty to develop instructional/digital/multimedia materials to be used to support teaching and learning. **(40%)**
- Develop an ongoing system and structure for providing training and the utilization of technology in their courses. This includes technology awareness, the use of technology with instruction, assessment, and project development. **(20%)**
- Provide ongoing technical support to assist faculty in developing instructional materials to be used with students in the classroom. **(10%)**
- Provide students with technology training for the use and application of technology at GVSU and in the K-12 environment. **(20%)**
- Provide customized technology training for the Leadership and Learning staff and other faculty in the College of Education based on the COE staff assessment and ongoing feedback. This effort would also include a focus on the details of creating an efficient online teaching evaluation system. **(10%)**

Qualifications

- Knowledge of College of Education teacher preparation and administrative programs
- Strong oral and written communication skills
- Analyzes situations and uses problem-solving skills

- Detail orientated and able to handle multiple tasks
- Effective organizational skills
- Works efficiently with little supervision
- Self-motivated and shows initiative
- Develops timelines and meets deadlines
- Strong technology background (i.e. web, research, video streaming, etc.)

Work Station/Desk

The graduate assistant will spend most of his/her time in the COE Video Office located at 421 C DeVos. The office is equipped with video streaming equipment, other technology, and telephone. The graduate assistant will spend a fair amount of time in the new e-Studio in DeVos.

Supervision

The graduate assistant will be supervised by Dr. Jay Cooper. The supervisor will be available to answer questions for the graduate assistant as they arise, as well as provide more in-depth training when needed. The graduate assistant will meet with the supervisor regularly to discuss issues, answer questions and review the progress of goals. The performance of the graduate assistant is evaluated at the end of each semester.

Selection Process

Candidates are invited to apply for this position by submitting application materials to Dr. Jay Cooper. Applicants should send a cover letter, three letters of reference, and a resume. This position will be open to graduate students pursuing their master's degree at Grand Valley State University. The position will be posted with the Graduate Studies Office and notification of the opening will be emailed to Aaron Haight, and faculty and staff in the College of Education. Dr. Cooper will screen applications, interview candidates, and hire the appropriate candidate for the position.

Contact Information

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