Job Posting

Kutsche Office of Local History
Special Projects Graduate Assistant 2022-23

Title: Teaching West Michigan Histories Project Curriculum Developer

Terms: This is a 20 hours per week, 9-month position (full-time). It includes a $4,000 stipend and tuition waiver for 18 credit hours of graduate-level coursework at GVSU (9 credit hours per semester). Desired tenure for this position is 8/29/2022-4/28/2023.

Responsibilities: The Kutsche Office of Local History’s “Teaching West Michigan Histories” project (TWMH) seeks to bring the local history of underrepresented communities into West Michigan’s K-12 classrooms. The graduate assistant will support the advancement of TWMH by researching and writing at least two comprehensive pilot lesson plans on the history of underrepresented populations in West Michigan (e.g., Black, Latino, Asian American, Indigenous, LGBTQ+ communities), including developing associated curricular materials. The graduate assistant can anticipate their duties being broken up in the following manner:

- **Material review and needs assessment** (10%): Obtain current curriculum/pacing guidelines for state and national history for 5th, 8th, 10th grades; review existing local history curricula to identify target areas of need.
- **Community outreach/survey** (20%): Contact Social Studies Coordinators in target districts to find out expectations/format of lesson plans; reach out to local educational professionals to help select areas of greatest need; explore methods for disseminating completed lesson plans.
- **Historical research** (30%): Conduct primary and secondary historical research necessary to complete lesson plans; communicate findings and anticipated next steps.
- **Development of lesson plans** (40%): Write and disseminate at least two pilot lesson plans about the history of underrepresented groups in West Michigan; align lesson plans to all necessary curriculum standards; translate research findings into a language level and format that is appropriate for use in a K-12 lesson plan.

Qualifications: Candidates must be actively enrolled in a GVSU graduate program for the duration of the 2022-2023 academic year. This position is open to students in any graduate program, with a preference for those studying K-12 educational instruction.

Essential qualifications include some existing knowledge of K-12 curriculum development, a demonstrated ability to work well with diverse communities, strong historical research abilities, and the ability to work independently. Preference will be given to candidates with an interest in History, Social Studies, and related K-12 subject areas.
**Work Station:** Most of this position can be completed remotely, though it may necessitate occasional visits to archives, museums, schools, or other offices in West Michigan. There is large, private office space with storage available on the Allendale campus, as well. This position is best suited for someone physically located in West Michigan. The graduate assistant can be provided with any technology necessary to complete the work.

**Orientation:** The graduate assistant will spend the first two weeks reviewing current progress of TWMH and consulting with Kutsche Office staff to develop a schedule, expectations, and initial timelines and goals. Part of this orientation will involve reviewing the graduate assistant’s desired educational and professional goals and how this position can be the most mutually beneficial for all parties.

**Supervision and Evaluation:** The Kutsche Office’s Director will work with the graduate assistant to set goals, develop timelines and benchmarks, articulate specific outputs, provide references and recommendations, and help seek additional resources as needed. Staff will work with the graduate assistant to ensure that this work and its outputs align with the graduate assistant’s own educational and professional goals, and will provide a meaningful experience that will help them grow within their field. The graduate assistant will have weekly or biweekly meetings with Kutsche Office staff to review progress and assist as needed.

**Selection Process:** Candidates should email kutsche@gvsu.edu with a resume/CV, cover letter, and two references who can attest to the candidate’s fitness for a K-12 curriculum development position. Kutsche Office staff will review materials on a rolling basis until the position is filled or until May 15, 2022. Selected candidates will interview via Zoom or in person before a final decision is made.

**Supervisor:**
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