Join the Center for Teaching Excellence (CTE) as a Program Assistant!

The Center for Teaching Excellence seeks a graduate assistant to work on center projects for the Spring semester and part of the summer (January 10, 2019 through June 28, 2019).

Average 15 hours per week at $20/hour. Flexible daytime hours, M-F. Tuition remission is also available (up to 6 credits for the spring semester).

Illustrative Duties:

- Help prepare for CTE events, including workshops and our annual celebration
- Manage CTE’s database in Access (training provided)
- Support daily logistics
- Assist in managing and updating CTE’s online presence
- Manage CTE library (print collection)
- Assisting with research projects (e.g., near peer mentoring, impact surveys)

Qualifications:

- Strong abilities in organization of digital information
- Ability to work independently
- MS Word and MS Excel competency. Experience with one or more of these software packages is preferred: MS Access, Qualtrics, and WordPress.
- Attention to detail and confidentiality
- Effective communication skills
- CITI certification is required if working on IRB protected data. Certification process can be completed while working at CTE
- University teaching experience is helpful but not required

Note: Graduate students already receiving a stipend for duties at the University, such as assistantships, are not eligible for this position. This position may be renewable, pending available funding.

To apply, please send a cover letter indicating your interest and qualifications, and supply the name and contact information for two references at Duquesne University, such as a faculty advisor or department chair. **Deadline for applications is October 25, 2018.**

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