

Name of Unit: Center for Teaching and Learning

Type of Assistantship: Computer Training Teaching Assistant

- I. **The (generic) roles expected in the program/unit:** CTL computer training teaching assistants will perform duties related to instructing basic to complex technical skills for the Campus faculty, staff, and students, working 20 hours per week and at least one evening in the CTL under the primary supervision of the CTL Computer Training Coordinator and/or occasionally the Writing Instructors/Specialists, and Mathematics Specialists as assignments may require. Emphasis for assistance is on software packages for presentations, teaching, data spreadsheets, writing, and mathematics that UIS supports.
- II. **Undergraduate major(s) required/accepted.** Bachelor's degree in computer science, education, English, or other related or appropriate fields.
- III. **Skills required (regular and special):** Strong word processing and presentation software skills or the aptitude to learn such skills as may be appropriate to teach them to students of higher education, faculty members, administrators and staff and to improve their own teaching and presentations. Competence in writing and in planning, designing, organizing, and presenting workshops and small group instruction to teach how to use technology and software UIS supports as is appropriate through the CTL.
- IV. **Typical tasks and responsibilities expected to be assigned:** Using technology (Microsoft Office [Power Point, Publishers, Excel etc.] BlackBoard, Elluminate, and other technologies that UIS supports, train students, faculty, and staff how to use these and other computer technology, individually, face to face or online, and in small groups, workshops, discussion and forums. Attend and engage in CTL staff meetings, professional conferences, and library research for CTL materials, prepare and implement special individual CTL TA's projects or products (handouts or workshops) that extend CTL services.
- V. **Educational benefits to be gained.** Under the supervision of a professional computer trainer, Teaching Assistants learn a variety of computer software packages and gain experience in how to teach and tutor others how to use them. They learn to organize workshops, discussion groups, and presentations and acquire experience in how to work in and administrate Learning Centers.

- VI. **The name and title of the anticipated supervisor.** Mary Elizabeth Smith, CTL Computer Training Coordinator, and Marcellus J. Leonard, Interim Director of the CTL.
- VII. **Location of the work.** The Center for Teaching and Learning, BRK 460. TA's also will work on location as presentations may require: in the library, classrooms, residence halls, computer labs, and other locations as schedule.
- VIII. **Special tasks to be performed.** Occasional office management duties.
- IX. **Method of Evaluation.** Periodic request for students' evaluation of services rendered with an expected overall positive response, CTL faculty and specialist evaluations, completion of assigned tasks, competence in tutoring, cooperation with colleagues and clients, diplomacy, courtesy, and telephone and tutoring etiquette as determined by direct staff observation, student and supervisor periodic evaluations, attendance records, and tutorial comment cards.
- X. **Individual roles (Four positions).** Every TA will develop competence in the specific skills of learning, teaching, and tutoring students, faculty and staff how to use UIS supported software for teaching and learning as coordinated through the CTL. Each TA will develop expertise with at least one specific software program. In addition TA's schedule accommodate TA'S own study schedules with the anticipation that the TA will work evenings and weekends as the CTL office hours may demand and the Director may determine but no more than 20 hours weekly.

Please return the computer file with the job description to Donna Tucker (PAC 518) by March 6, 2006.

(Access to the files will NOT be permitted until the completed job description is on file in the GA Office)