Job Title: XCITE Graduate Assistant
Job Family: Educational Services

Length of Appointment & Salary: Your **50**% appointment (20 hrs. Per week) as a **Graduate Assistant** includes a gross salary of approximately **$2,582.89** a month **and is derived from the maximum number of hours allowable under Article 31 of the agreement between the University and the UAW, to perform required duties, including but not limited to orientation, preparation, office hours, instruction, grading, etc.** The *pay period* for your appointment will be from 09/19/2022 to 06//19/2023. Academic Student Employees (ASEs) with an eligible appointment will have the Graduate Student Health Insurance Premium (GSHIP maximum $1280.56), Tuition and Student Services Fees (maximum $4290) equivalent in dollar amount to the state-supported graduate programs covered each quarter. ASEs hired from the self-supporting graduate programs are not eligible for fee remissions greater than the state-supported equivalent rates. Professional Degree Supplemental Tuition is not included in Article 11 of the ASE contract as a coverable fee. You are responsible for any other fees. You must work the entire quarter to be eligible for this benefit. If you do not complete the entire quarter you will be responsible for repaying the GSHIP, Tuition, and Student Services Fees.

Job Summary: The GA for the Exploration Center for Innovative Teaching and Engagement (XCITE) supports course development and teaching that demonstrates pedagogical best practices as well as the effective adoption of academic technology tools.

Generic Scope:
Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that require limited judgment and decision making. Employees at this level are expected to acquire skills and knowledge through on-the-job training.

Custom Scope:
Under direct supervision, assists with basic or routine design and content initiatives in compliance with defined organizational policies, procedures, and objectives.

Position Scope
Under the direction of staff within XCITE and in collaboration with the various XCITE teams, including Innovative Teaching and Engagement, Innovative Initiatives, Research, Visualization, and Multimedia Studios, the XCITE GA focuses on supporting the instructional design and faculty development efforts and innovative initiatives. The GA acts as a liaison with the larger campus community, in support of best practices in student-centered, active, and connected learning experiences. In this capacity, the GA will work individually and participate in cross-functional teams, to help support high-impact projects and programs that align with the UCR 2030 Strategic Plan.

Education Requirements: Bachelor's degree

	Description	% Time
Key Resp 01	Reviews and updates XCITE's informational and training support materials for accuracy and effectiveness.	5

Key Resp 02	Prepares materials related to teaching and learning for instructional or technology training and support.	5
Key Resp 03	Responds to requests for individual and/or group training or pedagogical assistance, coordinating class or faculty visits for troubleshooting or consultation, where appropriate.	10
Key Resp 04	Participates in pedagogy and technology workshops, providing programming support to XCITE staff.	5
Key Resp 05	Assists XCITE staff members to support instructors with the delivery of course content and the use of technology to promote learner engagement and knowledge acquisition in accordance with well-defined procedures and schedules.	35
Key Resp 06	Assists with investigation and testing of content or tools for quality assurance purposes.	10
Key Resp 07	Meets regularly with other TAs to coordinate teaching and learning solutions for the UCR faculty.	5
Key Resp 08	Works under direct supervision and receives detailed instructions on all assignments.	20
Key Resp 09	Perform other tasks as assigned.	5

Requirement		Requirement
KSA 01	Basic knowledge of functional area.	Required
KSA 02	Basic analytical skills to conduct analysis, demonstrating organization and problem-solving skills	Required
KSA 03	Proficiency in analytical, verbal, written, and interpersonal communication skills	Required
KSA 04	Basic knowledge of organizational policies that impact job functions	Required

KSA 05	Basic knowledge of instructional approaches including lecture, discussion, activities, projects, etc.	Required
KSA 06	Basic knowledge of the technical tools and platforms required to achieve the delivery of engaging and media-rich online learning content	Required
KSA 07	Working knowledge and skills with relevant software systems.	Required

Positions are open until filled. Interviews will begin on August 22, 2022. Please contact Dr. Cheryl Diermyer (cheryldi@ucr.edu) if you are interested.