

Graduate Assistant — Hispanic Cultural Center
20-Hour Per Week Graduate Assistantship
Position Classification: (GTA)

General Description

The Hispanic Cultural Center offers Graduate Teaching Positions each academic year to assist in facilitating Spanish classes and coordinate the Spanish tutoring program.

Primary Duties and Responsibilities

Facilitate two to four Spanish classes per semester and/or participate in other activities as assigned by the graduate coordinator, not to exceed 20 hours total per week. Other activities may include but are not limited to creating cultural workshops, assisting in executing of Hispanic Cultural Center events, or engaging in other high-impact practices in Spanish or study abroad opportunities that enhance skills in teaching, learning, or research.

Essential Functions

Must be proficient in Spanish. Facilitate Spanish classes as assigned by the Spanish syllabus coordinator, participate in weekly staff meetings, hold office hours, keep scheduled appointments with students enrolled in Spanish tutoring program, and develop teaching materials for the Spanish Tutoring Program. Assist in or direct other duties as assigned by the graduate coordinator not to exceed 20 hours total per week.

Qualifications

Applicants must be admitted or applying to the Master of Arts in Teaching and be proficient in Spanish.

Point of contact for this position: Victor Felts

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