Fellowships Advising Teaching Assistantships

Intro: Fellowships Advising seeks one or two currently enrolled graduate students. This teaching assistant position offers the opportunity to gain hands-on experience in fellowship advising, writing support, and university administration working with highly motivated Temple students and alumni. One of the main responsibilities of the TA is to meet one-on-one with candidates to discuss their plans and provide feedback on draft application materials for scholarships and fellowships like the Fulbright, Truman, Critical Language Scholarship, among others.

The Fellowships Advising teaching assistantships are designed to be an opportunity for graduate students to build on and extend the professional training they receive in their departments. We are mainly looking for third- and fourth-year students who have already had several years of funding in their department. Most already have experience teaching in the classroom, either as a TA or the instructor of record.

Graduate students who intend to pursue teaching or alternative academic positions may find that the Fellowships Advising TA positions are an opportunity to work closely with and mentor talented students while also gaining experience in university administration. The Director of Fellowships Advising is committed to helping the Fellow(s) translate this experience when they go on the market.

This position carries a stipend, tuition remission, and benefits in accordance with the current TUGSA contract. However, this also means that the positions are only open to students enrolled in doctoral degree programs.

Deadline to apply: May 6, 2019

Responsibilities:

- Meet one-on-one with candidates to discuss their plans and provide feedback on draft application materials for scholarships and fellowships like the Fulbright, Truman, Critical Language Scholarship, among others
- Help develop and implement outreach strategies targeted to Temple students and alumni, undergraduate schools and departments, and other campus partners. May include but is not limited to social media, information sessions, targeted emails, and our newsletter
- Take notes at campus interviews. Help draft campus evaluations for the Fulbright, and assist with the drafting of endorsement letters for other nationally competitive fellowships
- Help with data management of event attendance, advising, and applicants/recipients
- Assist in planning Fellowships Advising events and scheduling campus interviews, as needed
- Serve as a reviewer and application coordinator for a set of internal donor-supported scholarships (the Supplemental Academic Scholarships)
- Other duties or projects, as assigned
Qualifications:

Ph.D./Ed.D. candidates from all academic disciplines are eligible to apply. We particularly welcome applicants who:

- Have completed their doctoral coursework
- Have at least two years of college-level teaching experiences (preferably at Temple). Candidates who have worked as a research assistant may be considered if coupled with other experience with undergraduates
- Enjoy working one-on-one with a diverse group of students
- Have excellent written and verbal communication skills
- Have strong organization skills and attention to detail
- Are comfortable working in a deadline-driven environment
- Have experience with any of the following: study abroad, data management, social media
- Have general knowledge of national fellowships (preferably having gone through the process themselves)
- Are able to commit to two years

Candidates who meet some but not all of the desired qualifications above are still encouraged to apply.

Terms and Benefits:

- This is considered a Teaching Assistantship; it carries a stipend, tuition remission and benefits in accordance with the current TUGSA contract
- We offer one full-time position (20 hours per week) OR two half-time positions (10 hours per week).
- There is some flexibility in hours. However, since the TA works with students, some hours (particularly during peak advising periods) must be conducted during the business day.

To Apply:

Submit the online application and send the other materials in ONE PDF to Barbara Gorka (Barbara.gorka@temple.edu) by May 6, 2019:

- Application form
- Cover letter. In your letter explain how your experiences have prepared you to carry out this position, as well as your motivation(s) for applying.
- CV
- Two recent writing samples, not to exceed ten pages total (could be a personal statement or other essay written as part of a fellowship application, a section of your dissertation prospectus, a section of a conference paper, etc.)

Deadline: May 6, 2019