JOB OPPORTUNITIES FOR GRADUATE STUDENTS 2015-2016

Graduate Division
University of California, San Diego
March 2015
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ACADEMIC & STAFF TITLES

This booklet is written to assist graduate students seeking employment outside of their own departments. Students can be appointed to student academic positions (Teaching Assistant, Reader, Tutor, Associate or Graduate Student Researcher) by a department, group or program or employed in student staff positions which are listed with the Career Services Center (Employment Services).

Students appointed to the Teaching Assistant, Reader, Tutor and Associate titles (ASE) are under Agreement between the Regents of the University of California and the Coalition of Academic Student Employees, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO. The Agreement, ASE title definitions, and campus wide posting of appointment opportunities are on the web at: http://grad.ucsd.edu/financial/employment/index.html under the heading “Graduate Student Employment.”

The following is a brief description of academic titles for graduate students:

**Teaching Assistant:** A teaching assistant (TA) assists in the instruction of an upper or lower division course at the University under the supervision of a faculty member. The TA primarily assists the faculty member in charge of the course by conducting discussion or laboratory sections that supplement faculty lectures and by grading assignments and examinations.

A TA may also assist with the development of assignments or exams, hold office hours and proctor examinations. In the case of basic language, reading and composition, some other skills-building courses, and a few other courses, a teaching assistant may lead the class meetings, but as with all other TAs, the general instructional content of the course, as well as the official assignment of student grades and decisions on grade appeals, are the responsibility of the faculty member in charge of the course. In no instance shall a teaching assistant be assigned responsibility for the entire instruction of a course.

**Reader:** A reader assists a course instructor by grading homework, papers, or exams and may also hold office hours to answer students' questions about such assignments.

**Tutor:** A tutor provides tutoring to individual (one-on-one) or small groups (three or more) of undergraduate or graduate students who require additional help to understand a course or topical material. In some instances tutoring may focus on improved use of the English language.

**Graduate Student Researcher (GSR):** A GSR performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator.

**Associate (teaching a course):** An Associate (teaching a course) may conduct the entire instruction of a lower division course or upper division course with approval granted by the Dean of the Graduate Division. The Associate is assigned a faculty mentor to provide guidance and training as needed.

A graduate student must have demonstrated a talent for classroom teaching and have advanced training in the subject matter. For Ph.D. students, the candidacy exam must have been passed and the student must be in the final stages of dissertation writing or must have equivalent other accomplishments (publications, extensive experience as performer-teacher, or the like). MFA students should be in the second to last or last quarter.

The appointment is also dependent upon positive academic and administrative review and approval by the student's department/group Chair, Divisional Dean and Dean of the Graduate Division.

**Associate (in lieu of TA):** An Associate (in lieu of TA) may serve as a "senior TA" for a department/programs' TA training activities, as a TA consultant or Language Screener for the Center for Teaching Development, or under an Academic Instructional Improvement grant. Use of this title for any other program requires prior approval by the Dean of the Graduate Division.

**Student Staff Titles:** Graduate students can also be employed on student staff titles. Many campus departments employ students for part-time positions in working titles such as computer assistant, engineering aid, library assistant, food service worker and lab assistant. Departments list these jobs through Employment Services, a division of the Career Services Center. Positions may be viewed at the Career Services Center home page, and students can apply directly through the department.

SUPPORT ELIGIBILITY

Graduate student appointments may be for a maximum of 50% time (20 hours per week) during the academic year. During the summer (mid-June to mid-September), some departments allow appointments up to 100% time. Before accepting a position outside your own department, you must obtain the approval of your graduate department support coordinator. Graduate students must meet the basic qualifications as follows:

1. **Full-time enrollment** (12 units or more) is required for students in 50% time appointments.

   Students enrolled in less than 12 units are eligible for up to a 25% time appointment with the approval of the student's department.
2. Be in **good academic standing**, i.e.,
   a. Meet departmental standards including a satisfactory spring evaluation;
   b. Maintain a GPA of 3.0 in upper-division and graduate course work;
   c. Must not have accumulated more than a total of eight units of F and/or U grades overall.
3. Be within **departmental support time limit**:
   a. Ph.D. and D.M.A. Degree Aim: Every student has three time limits within the department. These are: pre-candidacy, support, and registered time. A doctoral student must advance to candidacy by the Pre-candidacy Time Limit (PCTL) and also be within the Support Time Limit (SUTL) to remain eligible for campus employment or to receive other University funds. In addition, no one may be employed as a Teaching Assistant and/or Associate for more than 18 quarters.
   b. M.A., M.Eng., and M.S. Degree Aim: Eligible for 7 quarters of support.
4. An international graduate student whose undergraduate degree is not from an English-speaking college or university, or who has serious pronunciation problems, may not serve as a TA until s/he has been certified to have the requisite English language skills. This English language policy does not apply to a student who serves as a TA which is conducted in his/her native language. For further information, contact the International Teaching Assistant Language Program, (858) 534-3981.

The Graduate Division issues this booklet to assist you in finding positions outside your department. The booklet is also available on the web at [http://grad.ucsd.edu/_files/financial/jobopportunities.pdf](http://grad.ucsd.edu/_files/financial/jobopportunities.pdf) under the heading “Job Opportunities for Graduate Students.” If you have any questions or comments regarding this booklet, please contact Becky Burrola, (858) 534-3727, Graduate Division, Student Services Center (SSC), 4th floor, Building # 931 (on UCSD Campus Map).

### SALARY & FEE INFORMATION

**TAs:** Teaching Assistants receive three equal paychecks per quarter. Fall quarter paychecks are issued on 11/1, 12/1 and 1/1; winter quarter checks on 2/1, 3/1 and 4/1; and spring quarter checks on 5/1, 6/1 and 7/1. Monthly salary is determined by multiplying the 100% monthly salary rate by the appointment percent time.

**TA (Reader/Tutor/Associate) PARTIAL FEE PAYMENTS:** A graduate student appointed on an academic title or a combination of academic titles (TA, Reader, Tutor, and Associate) at 25% time or more for the entire quarter is eligible to have the health insurance portion of the fees paid and partial fee remission (Tuition and Student Services Fee). For the spring quarter 2015, the amount is $5131. For Teaching Assistants and Associates (and Readers and Tutors confirmed to work a minimum 25% or 110 hours), these fee payments are credited to students’ accounts prior to the beginning of the quarter. Unconfirmed Readers and Tutors who eventually work 110 hours during the quarter are refunded fees at the end of the quarter after copies of timesheets are submitted to the Graduate Division.

**GSR SALARY & FEE PAYMENTS:** Graduate Student Researchers are paid once a month on the first day of the month following the beginning of the term of appointment. Monthly salary is determined by multiplying the 100% monthly salary rate by the appointment percent time. Graduate Student Researchers employed 25% or more for the quarter are eligible to have their entire tuition/fees (excluding any professional or program fee) paid under the Graduate Student Researcher Tuition/Fee Remission program. NOTE: For Non Resident Supplemental Tuition remission, students must be within the first year of graduate study at UCSD unless an international student. US citizens and permanent residents should establish California residency by the start of their second year.

**HOURLY:** Students appointed as Readers, Tutors, and on student-staff titles are usually paid at an hourly rate and paid biweekly, every other Wednesday.
October 2013 Student Academic Title Salary Rates

<table>
<thead>
<tr>
<th>Title</th>
<th>100% Salary Rate</th>
<th>50% Salary Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Assistant</td>
<td>$4119.56/month</td>
<td>$2059.78/month</td>
</tr>
<tr>
<td>Reader</td>
<td>$14.16/hour</td>
<td></td>
</tr>
<tr>
<td>Tutor (Single Session)</td>
<td>$17.49/hour</td>
<td></td>
</tr>
<tr>
<td>Tutor (Group Session)</td>
<td>$20.99/hour</td>
<td></td>
</tr>
<tr>
<td>Graduate Student Researcher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 1</td>
<td>$2924/month</td>
<td>$1461.70/month</td>
</tr>
<tr>
<td>Step 2</td>
<td>$3151</td>
<td>% time varies</td>
</tr>
<tr>
<td>Step 3</td>
<td>$3495</td>
<td>% time varies</td>
</tr>
<tr>
<td>Step 4</td>
<td>$3775</td>
<td>% time varies</td>
</tr>
<tr>
<td>Step 5</td>
<td>$4026</td>
<td>% time varies</td>
</tr>
<tr>
<td>Step 6</td>
<td>$4213</td>
<td>% time varies</td>
</tr>
<tr>
<td>Step 7</td>
<td>$4551</td>
<td>% time varies</td>
</tr>
<tr>
<td>Step 8</td>
<td>$4913</td>
<td>% time varies</td>
</tr>
<tr>
<td>Step 9</td>
<td>$5308</td>
<td>% time varies</td>
</tr>
<tr>
<td>Step 10</td>
<td>$5731</td>
<td>% time varies</td>
</tr>
</tbody>
</table>

Student Staff Title Salary Rates: Graduate students can also be employed on student staff titles. Departments list these jobs through Employment Services (located in the Career Services building). Positions may be viewed in the Career Services online lab or via any computer with University access via the Career Services home page at [http://career.ucsd.edu](http://career.ucsd.edu). The pay rates for staff titles vary depending upon the position and job responsibilities, but all positions pay at least minimum wage ($9.00/hour).

**WRITING PROGRAMS**

**Description:** The six writing and core programs, one for each undergraduate college, appoint over 100 graduate students as Teaching Assistants each year to assist with undergraduate instruction in improvement of writing skills and understanding course content (Humanities, Dimensions of Culture, Making of the Modern World Program and CAT).

**Qualifications:** Applicants must be confident, competent writers. Some weight is given to applicants who have prior classroom teaching experience, especially as writing instructors or writing tutors. **Note:** Please check with your department graduate coordinator to ensure eligibility (GPA, support limits, etc.) to serve as a TA.

**Application Procedure:** All six writing and core course programs receive applications through the Academic Student Employment System (ASES). See “Teaching Assistant Recruitment in the Colleges Writing Programs: [http://ugcbo.ucsd.edu/ta/](http://ugcbo.ucsd.edu/ta/). The application period is from April 1 through May 1 for the following academic year.

Student applicants will be asked to use their UCSD PID to log into the system and will be required to rank, in order of preference, the program(s) whose consideration they seek. Additionally, applicants must upload the following documents:

1. A letter of application explaining why you are interested in teaching in a program in which writing plays a central role and stating any experience you may have acquired in the field thus far, as well as other experience you consider relevant.
2. A brief resume or curriculum vitae of pertinent qualifications.
3. A sample of your writing (in English), such as a seminar paper or term paper. You may limit the sample to ten pages.

Descriptions of each of the six writing and core course programs are at [http://ugcbo.ucsd.edu/ta/](http://ugcbo.ucsd.edu/ta/). For additional information about a specific writing program, please contact the appropriate representative:

**E. Roosevelt College: Making of the Modern World Program**
Mollie Martinek  
martinek@ucsd.edu, (858) 534-7117, ERC Administration Bldg., 2nd floor, Mail Code 0546

**Muir College Writing Program**
Helen Mout  
muirwriting@ucsd.edu, (858) 534-2426, 2346 HSS, Mail Code 0106

**Revelle College Humanities Writing Program**
Sarah Beauchemin  
humanitiesprogram@ucsd.edu, (858) 534-3311, 180 Galbraith Hall, Mail Code 0306
Sixth College: Culture, Art & Technology Program
Ethel Lu
erlu@ucsd.edu, (858) 534-6883, 257 Pepper Canyon Hall, Mail Code 0054

Thurgood Marshall College: Dimensions of Culture
Sue Hawkinson
schawkinson@ucsd.edu, (858) 534-0635, 132 Sequoyah Hall, Mail Code 0509

Warren College: Writing Program
Ben Chapin
warrenwritingprogram@ucsd.edu, (858) 534-3068, 1114 EBU 3, 1st floor, Mail Code 0422

Most program offices are open Monday through Friday, 8:00-4:30, but are closed for lunch.

Application Deadline: The initial deadline for applications is May 1st, 2015, at 12 midnight. If a college program wants to interview an applicant they will be contacted shortly after the deadline. Please note that submitting an application is not a guarantee that you will be interviewed. Most of the available positions in the writing and core course programs for the following academic year will be filled by the end of spring quarter. Late applications are accepted. First priority is given to applications submitted by the initial deadline.

LINGUISTICS

Description: The Department of Linguistics appoints about 45 speakers of American Sign Language, Arabic, French, German, Italian, Portuguese, and Spanish as Teaching Assistants in its lower-division language classes. Students are appointed as Teaching Assistants and usually at 50% time. For additional information, visit the Linguistics homepage on the web at http://ling.ucsd.edu.

Qualifications: Minimum qualifications are having a strong speaking ability in the language for which employed and sufficient formal education in that language to ensure that the TA speaks a variety of that language acceptable as a model for students. Attendance at the Linguistics language teaching workshop is mandatory.

Application Procedure: The application for Employment as a TA for the Linguistics Language Program (LLP) can be accessed at http://ling.ucsd.edu/language/teaching-positions/index.html. Submit the application according to the instructions online.

Application Deadline: May 1 is the initial application deadline for all students. In most cases, incoming students who apply on or before May 1 can usually expect to have an answer concerning LLP employment within two weeks of the department’s receipt of the application. Applications are accepted until September 15.

Additional information may be obtained in AP&M room 3202 or by calling (858) 534-3605.

JAPANESE STUDIES

Description: The Program in Japanese Studies appoints 10-15 native or near-native speakers of Japanese as Teaching Assistants. Students are usually hired at 33% or 50% time, working 13.2 or 20 hours per week and teaching two or three 50-minute tutorial sections per week and grade assignments, quizzes, and exams under an instructor’s supervision. Attendance at the Japanese Studies Program teaching workshop is mandatory.

Please visit http://japan.ucsd.edu/graduate/index.html for more detailed information of Japanese TA duties.

Qualifications: Applicants should have a native or near-native competence in the language, should speak the standard variety of Japanese, and should have knowledge of fundamental Japanese grammar and culture. Furthermore, applicants should be able to perform the duties of Teaching Assistant between Monday, September 21, 2015 and Saturday, December 12, 2015.

Application Procedure: Submit your application online at https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=1148.

Application Deadline: The application period starts on March 26, 2015. Students who want to work in fall quarter should apply by the initial deadline of May 1, 2015.

Japanese Studies Program, UC San Diego
9500 Gilman Drive, MC #0104
H&SS Room 3024
La Jolla, CA 92093-0104
URBAN STUDIES AND PLANNING

**Description:** Four to six graduate students are appointed each quarter to meet USP’s demand for TAs and Readers. The percentage of time paid varies from 25 - 50%, depending on the workload.

**Qualifications:** Applicants should have a strong background in urban planning, urban politics, urban sociology, urban economics, urban history, and/or health care. Previous teaching experience is preferred.

**Application Procedure:** Interested students should contact the TA Coordinator, email: pmamet@ucsd.edu. Urban Studies & Planning Program, Mail Code 0521, Social Sciences Building 301, (858) 534-3690.

**Application Deadline:** Vacancies can occur quarterly; therefore, students are encouraged to apply anytime.

CHINESE STUDIES

**Description:** The Program in Chinese Studies hires 15-18 graduate students as Chinese language teaching assistants (CHIN TA) on a quarter by quarter basis. A TA’s workload is generally appointed at 25%, 28%, 33% and in rare cases a 50% appointment depending on the two or three sections he or she is assigned. TAs serve under the direct supervision of the Director of the Chinese language program and equitably distributed TA assignments to maximize resources and service to Chinese language students. Grad TAs must enroll in CHIN 500: Apprentice Teaching for a letter grade during each quarter of employment. The grade will reflect the effort and quality of the grad student as a Chinese language Teaching Assistant. TAs are assigned to work directly with faculty in conjunction with the Chinese language course(s) offered each quarter and will meet weekly with said instructors. TA duties include but are not limited to preparing in class presentations (which may include adjusting a PowerPoint), preparing instructional materials (i.e. making copies), keeping attendance, conducting tutorials, leading conversation drills, distributing and grading homework/writing assignments, holding weekly office hours, language tutoring and proctoring quizzes/tests. TAs must maintain strong academic records as per their department requirements of a 3.0 GPA or higher to be eligible for employment. Current TAs MUST REAPPLY for an available TA position each quarter, as employment is not guaranteed.

**Qualifications:** Top candidates are native Mandarin Chinese speakers, who can comprehend, communicate, read and write clearly in both Traditional and Simplified characters. Experience as a language teacher is a highly preferred. TAs are hired as apprentice teachers of Mandarin Chinese and will be instructing students of various backgrounds and ability levels in an effort to improve the students ability to communicate in Chinese. TAs must be available to work on Mondays, Wednesdays and Fridays; they must attend and lead the assigned section(s) and various other tasks without reservation. TAs should try to have flexible schedules as they may initially need to attend corresponding lectures on Tuesdays and Thursdays to observe CHIN lectures. Attendance to TA Orientation and Training is mandatory. Attendance and participation in weekly TA meetings is also a requirement of employment. Missing sections and/or meetings or non-completion of assigned tasks are grounds for dismissal. Acceptance into a UCSD graduate program is a requirement of the position. US citizens, US residents and UCSD graduate students holding an F-1 or J-1 visa are welcome to apply.

**Application Procedure:** The Teaching Assistant application is available at the Chinese Studies Program website: http://chinesestudies.ucsd.edu/ta/. E-mail Mónica Rodríguez at ChineseStudies@ucsd.edu if you have any questions after you have carefully read the Frequently Asked Questions (FAQ) tab on the website. Include “Chinese Language TA – Full Name” in the subject line to expedite response to your inquiry. Interested grad students are encouraged to carefully read the website and follow the instructions precisely. The initial deadline for the Fall 2015 Chinese language Teaching Assistant positions is May 5th, 2015 but an additional deadline may be slated for June.

At the conclusion of the online application, the grad student will be instructed to deliver or mail in a Confirmation Page and CD/memory stick recording that contain a candidate’s personal introduction. This recording is used as a prime example of the applicant’s ability to expertly speak in Pǔtōnghuà. Confirmation page and recording may be sent or delivered to:

Chinese Studies Program @ UCSD 9500 Gilman Drive, MC # 0104, H&SS Room 3086, in Muir College La Jolla, CA 92039-0104

Applications must be submitted on or before the deadline stated on the website or on the ASES application prompt. As stated on the application prompt (see website), applicants must complete the following:

1. Answer the questions in the online ASES application.
2. Prepared and upload your CV or résumé in Word document or PDF format into your online ASES application when prompted to do so. This information should be in English. It should detail your work history and highlight any Chinese language teaching background.
3. Draft a one page handwritten autobiography in Chinese characters. Ensure that your handwriting is clear and easy to read. Applicants may use either Traditional or Simplified characters because TAs are required to be able to read, write & correct both types of character. Do not type in Chinese characters. Upload a PDF or JPEG of the handwriting sample when prompted in the online ASES application.
4. Record yourself speaking for a minimum of 3 minutes onto a CD, website like www.youtube.com or a USB thumb drive. You are using this opportunity to introduce yourself in Mandarin to the Selection Committee. Do not read from texts and do not have background music or noise in your recording. Speak loud and clearly. Save this recording on a CD or USB. Ensure that the CD works properly on a PC computer, Mac and/or CD player. Write your full name and student identification number (PID#) with a permanent marker on the CD. You may use a thumb drive. Please note that the Chinese Studies Office will keep the recording until the application review has completely concluded.

5. Print your own Confirmation Page at the end of the online ASES application.

6. You will be mailing (or delivering) your recording along with the CHIN TA Application Confirmation Page to the Chinese Studies Program Office.

Deadlines are important and any mailed material must be postmarked with the appropriate date. Items that are delivered in person should arrive no later than the deadline date. Ensure that the voice recording best highlights your pronunciation skills in Mandarin Chinese. Once again, boldly write your name and PID# in permanent marker on your CD or USB. This office will not print & put together your application for you, as it is the graduate student’s responsibility to apply for employment and not that of the program.

Applications will not be considered if they are missing any of the application materials. Carefully complete the online questions, upload a handwriting sample, upload your résumé, print your own Confirmation Page and submit your personal voice recording by each quarter specific deadline date.

CHEMISTRY AND BIOCHEMISTRY

Description: The Department of Chemistry & Biochemistry may have openings for students outside of their department. Students are typically paid 42% time at the TA salary rate.

Qualifications: Applicants should have a chemistry background suitable to teach general and organic chemistry laboratory courses. TAships in lecture courses may be available from time to time for students with the appropriate knowledge and background. Non-native English speakers must first pass a language exam.

Application Procedure: Full information, including deadlines and TA applications, is available online at:
http://chemistry.ucsd.edu/graduate-program/ta.html

For questions, please contact the Department of Chemistry & Biochemistry Student Affairs staff, Mail Code 0303, 4010 York Hall:
http://chemistry.ucsd.edu/graduate-program/contact.html

Application Deadline: Web applications are typically accepted until the 7th week prior to the quarter of teaching. A web application is required of all applicants. Transcripts may be required, as described on the website.

PHYSICS

Description: The Department of Physics sometimes appoints graduate students from outside their department as TAs. The percentage of time varies from 20 - 50% depending on workload and availability.

Qualifications: Applicants should have a strong background in physics and mathematics. Preference is given to students with Bachelor’s degrees in physics.

Application Procedure: Interested students can access the application form by going to: http://physics.ucsd.edu/students/grad/currentgrad_taapp.php and clicking on the current application link. Please complete the on-line application and submit as instructed on the web site. Please complete the application online and submit as instructed on the website.

Application Deadline: Students may apply during the open application period, typically 4th and 5th week of each quarter.

SUMMER SESSION

Description: Last summer over 200 graduate students were appointed as TAs, Tutors and Readers for Summer Session courses. The decision to fund these student positions is made by the academic department for courses that have sufficient enrollment. When enrollment figures warrant a TA, Tutor, or Reader for the course, the department employs the student. Graduate students are also eligible to teach when a regular UC faculty member is not available.

Qualifications: Qualifications vary depending upon the course being taught.
Application Procedure: Interested students should check with their department about the availability of TA, Tutor, and Reader positions for Summer Session courses.

Application Deadline: You should check with your home department for possible deadlines. There will be one five-week session beginning June 29 and one five-week session beginning August 3 in the 2015 Summer Session.

CENTER FOR TEACHING DEVELOPMENT

Description: Under general supervision of CTD leaders, Teaching Assistant Consultants (TACs) provide individual and group training/feedback in areas of evidence-based teaching and learning practices, student-centric learning environments, teaching through diversity, and technology-enhanced teaching to both instructors and graduate students. Job activities include:

Individual Consultations: TACs may perform individual consultations – either in a supporting role (with faculty) or in a lead role (with TAs). In both cases the general guidelines are to identify client needs and/or interests and provide resources, feedback, and support in learning about and implementing evidence-based teaching practices. Requirements of the TAC may include searching for and providing access or summary of research on the scholarship of teaching, sample teaching materials, and connecting clients with others on campus who have expertise in the requisite area. Additionally, performing course or section observations, reviewing course materials, and constructing reflective feedback (both oral and written) to guide the instructor or TA in consideration of their teaching and their students’ learning.

TA Orientation: TACs may either support the Fall campus-wide TA Orientation session, conduct mid-year sessions, or serve as a consultant for departmental TA training programs – including development of discipline-specific materials, providing feedback on materials created by others, serving as members of panels on TA practices, leading topic-specific workshops (e.g. on teaching through diversity, supporting student-centered learning environments, developing teaching outcomes, etc.).

Provide Assistance for CTD’s Courses and Workshops: The CTD runs weekly teaching and learning workshops as well as individual workshops and presentations at the request of groups across campus. The TAC may be involved in the preparation of these events (advertising, preparation of materials and so on.) TACs may also participate in presenting the workshops and presentations. There are opportunities for TACs to be teaching assistants for the CTD’s teaching and learning course, The College Classroom, and other training sessions related to the Preparing Future Practitioners program.

Pedagogical Technology Consultant/Support: Assist instructors or TAs in identifying technology to meet their pedagogical needs, learning to use the technology effectively, and assessment of impact. May include interface with staff in Academic Computing and Media Services, development of online resources to assist clients in adopting technology in effective ways, providing one-on-one training and in-class support, and gathering and analysis of data stemming from technology use.

Qualifications: Working knowledge of applied research on teaching and learning at the university level. Experience implementing student-centered learning environments. Desired: Completion of the CTD’s course, The College Classroom. Optional: Working knowledge of and comfort with technology to enhance teaching and learning.

Application Procedure: If you’re interested in becoming a TAC, email ctd@ucsd.edu or drop by the Center for Teaching Development (Center Hall, Room 307). TACs are hired as Associate (in lieu of TA). Information about The College Classroom and the Preparing Future Practitioners program is available on the CTD website, http://ctd.ucsd.edu/.

CAREER SERVICES CENTER

The Career Services Center (CSC), located on Library Walk, helps graduate students with virtually any career-related concern and offers a comprehensive set of programs and services throughout the year. Online registration at http://career.ucsd.edu through Port Triton is required.

Job Opportunities: CSC lists thousands of part-time and full-time job listings year round, including on-campus and off-campus opportunities for advanced degree holders. Various employers conduct job interviews at the Career Services Center each quarter to recruit graduating Master’s and Ph.D. candidates for full-time career positions. Access the job listings and On-Campus Interview listings online at http://career.ucsd.edu. Search for listings requiring advanced degrees by using key words.

Career Advising: Graduate students can meet individually with Graduate Career Advisor to plan an effective academic or non-traditional job search, get a CV or resume critiqued, explore alternative advanced degree job options, and prepare for interviews and academic job talks. To make an appointment, call (858) 534-3750.

Internships: Getting career-related work experience before graduation is an important step that enables students to make solid career choices and enhance their potential in the eyes of employers. CSC offers internship advising, workshops, an extensive career library, and the Internship SuperSite at
http://career.ucsd.edu - a one-stop shop for internship resources, information and opportunities.

**Workshops, Presentations & Job Fairs:** Workshops designed especially for graduate students are offered each term, including on-camera interviewing (academic and non-academic), CV-and resume-writing, and a career transition group for graduate students questioning their career paths. Special graduate student events have included an etiquette dinner, guest speakers on family influence, and presentations on career choice and alternatives to academia. In addition, CSC offers a variety of interview workshops, career panels, job fairs, networking opportunities, and company presentations featuring career professionals. Bookmark our quarterly calendar at [http://career.ucsd.edu](http://career.ucsd.edu) or pick up a printed copy at our center.

**Career Library:** Visit our Career Library for a great selection of career guides for Master's and Ph.D. candidates, job search handbooks, occupational guides, employer literature, career CDs and videos, salary surveys, and much more.

**Online Resources:** CSC’s website includes a section especially for graduate students that provides job search information and links to helpful sites on the Internet. To access this section, visit [http://career.ucsd.edu/phd-and-masters-students/index.html](http://career.ucsd.edu/phd-and-masters-students/index.html). Our online guides to academic and non-academic job searches can also be downloaded from this webpage. Graduate student members of the UCSD Alumni Association can also utilize the online Career Access Network to contact hundreds of alumni professionals for career advice and guidance.

**Alumni Services:** Alumni may continue to have complete access to the Career Services Center with an Alumni Career Plus subscription. As a subscriber, UC alumni are eligible to register for and use the services listed above at any point in their careers. In addition, alumni can meet individually with our alumni career advisor and attend special alumni workshops. For more information please visit [http://career.ucsd.edu/alumni/index.html](http://career.ucsd.edu/alumni/index.html).

For more information, call (858) 534-3750 or visit [http://career.ucsd.edu](http://career.ucsd.edu).