JOB OPPORTUNITIES FOR GRADUATE STUDENTS

2018-2019

Graduate Division
University of California, San Diego
March 2018

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General Information

Job Opportunities

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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 Center (Student Employment Office).

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 is a registered graduate student who performs research under the direction of a faculty member or authorized Principal Investigator.

Associate (in lieu of TA) – Step 1: 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 English Language Program for International Instructors, 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. Appointment to this title requires evidence of extraordinary merit in teaching and scholarship and prior relevant teaching experience.

Associate (teaching a course) – Step 9: 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. Use of this title requires prior approval by the Dean of the Graduate Division.

Appointment to this title requires evidence of extraordinary merit in teaching and scholarship and prior relevant teaching experience, advanced training in the subject matter and support of the department chair. 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, etc.). 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, the Divisional Dean and 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 the Student Employment Office, a division of the Career Center. Positions may be viewed at the Career Center's home page, (Port Triton) 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.

   c. M.F.A. and M.P.I.A. Degree Aim: Eligible for 10 quarters of support.

4. International graduate students who are nonnative speakers of English must be certified as having requisite language skills before they can serve as teaching assistants. 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 English Language Program, (858) 534-3981, https://commons.ucsd.edu/educators/ELP-ii/resources.html.

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 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 2017, the amount is $5401. 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 the department notifies the Graduate Division that the student has met the minimum hours required.

Note: In November 2010, the Regents adopted a simpler fee structure that equalized the Tuition (formerly Educational Fee) across all students beginning in 2011-12. Equivalent offsetting adjustments were made to nonresident tuition and professional degree fees in order to keep affected students' total charges unchanged by this action. For some students, the Tuition was *reduced* and another charge was *increased* by a like amount. For other students, the Tuition was *increased* and another charge was *reduced* by a like amount.

If you are a nonresident graduate academic student or a GPS (formerly IR/PS) graduate professional student, you may be eligible for a remission adjustment. The Graduate Division will identify students and issue the remission for the quarter in which the student is eligible. The payment will be reflected as "TA Other Remission/Fees" or "TA Other Remiss IRPS/Fees" on the student account.

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.

Title	100% Salary Rate	50% Salary Rate
Teaching Assistant	$4589.56/month	$2294.78/month
Reader	$15.78/hour	
Tutor (Single Session)	$19.49/hour	
Tutor (Group Session)	$23.38/hour	

Graduate Student Researcher		49.99% Salary Rate
Step 1	$3258/month	$1628.67/month
Step 2	$3512	% time varies
Step 3	$3895	% time varies
Step 4	$4207	% time varies
Step 5	$4486	% time varies
Step 6	$4695	% time varies
Step 7	$5071	% time varies
Step 8	$5475	% time varies
Step 9	$5914	% time varies
Step 10	$6385	% time varies

Student Staff Title Salary Rates: Graduate students can also be employed on student staff titles. Departments list these jobs through The Student Employment Office (located in the Career Center building). Positions may be viewed in the Career Center's library or remotely at http://career.ucsd.edu/ . The pay rates for staff titles vary depending upon the position and job responsibilities, but all positions pay must be at least minimum wage ($11.50/hour).

WRITING PROGRAMS

Description: Each of UCSD's six undergraduate colleges has its own writing/core program. Graduate students from various campus departments are hired each year as Teaching Assistants in these programs. The typical appointment is at 50% time for the full academic year (Fall, Winter, and Spring Quarters). All six writing programs receive applications through an online "clearinghouse" campaign under the Academic Student Employment System (ASES). See "Teaching Assistant Recruitment in the Colleges Writing Programs": http://ugcbo.ucsd.edu/ta/.

Qualifications: Applicants must be confident, competent writers, with extensive experience in standard written English. Classroom teaching experience – especially as writing instructors or writing tutors – is desirable. The graduate student's academic status, support time limit, etc., will affect his/her eligibility for a TA-ship in the writing programs. Applicants should verify their eligibility with their department staff Graduate Coordinator before they apply.

Application Procedure: The link for the Academic Student Employment System campaign, along with descriptions of each of the six writing/core programs, may be found at http://ugcbo.ucsd.edu/ta/. Use your UCSD Personal ID number and Personal Access Code to log on. (New graduate students will first need to establish a TritonLink account through the Grad Apply system.) Applications are accepted starting in April for the following academic year. The application deadline is the first business day of May.

You will be asked to rank the writing programs in the order you would prefer to be considered for employment. See descriptions of each of the colleges' individual programs by clicking on the sub-pages in the left column on the TA Recruitment website (http://ugcbo.ucsd.edu/ta/). After the application deadline, each program's Directors will begin reviewing the applicants who put that program as their first choice, and will start interviewing from that pool. Note that there are more applicants than available positions each year, so there is no guarantee that you will be contacted for an interview. If after the initial round of interviews a program is still in need of applicants, those candidates who ranked that program as their second or lower choice will be considered, if they haven't yet been offered a position elsewhere.

The ASES system will pull your campus information from your PID. You should submit via upload:

- A resume or curriculum vitae of your qualifications as they pertain to the writing program(s) to which you are applying.

- A letter of application explaining why you are interested in teaching in a program in which writing plays a central role, and addressing why you would specifically like to work in the program you are listing as your top choice. (Letters may be addressed to "Selection Committee.") Indicate at the beginning of your letter if you will NOT be available for a writing program TA-ship for all three quarters of the academic year.

- A sample of your own writing, such as a seminar paper or term paper. You may limit the length of your sample to ten pages.

Application Deadline: 11:59 p.m., May 1, 2018. <u>Late</u> applications for the 2018-19 academic year will be accepted, but priority is given to those received by the May deadline, and most of the positions will be filled by mid-June. If unexpected vacancies occur during the year, Program Directors will check the Academic Student Employment System campaign, so please keep your application there current if you would like to be considered for last-minute openings.

Please direct questions about the Writing/Core Program TA application process to Sue Hawkinson at docinfo@ucsd.edu.

ANALYTICAL WRITING PROGRAM

Description: The Analytical Writing Program is designed to help undergraduate students master the critical thinking, reading, and writing skills that will enable them to succeed at the university and in their professional lives. Graduate Student Teaching Assistants in Analytical Writing are hired at 50% time, working no more than 20 hours per week. TAs are attached to particular Analytical Writing courses and will attend those courses and meet individually with students. Throughout the term, TAs will gather for professional development in the very specialized field of basic writing. This is an excellent position for anyone interested in the teaching of writing. TAs will develop a close mentoring relationship with the instructor with whom they are working. They will develop a clear sense of writing pedagogy—a pedagogy that can be extended to instruction in all disciplines. TAs who successfully excel in this year-long position may be selected to teach their own classes the following year.

Qualifications: Applicants must possess the interpersonal skills that will enable them to work one-on-one with our very diverse population of students. Applicants should be good writers who have a solid understanding of the writing process.

Application Procedure: Submit your application online at https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=1938
Use your UCSD Personal ID number and Personal Access Code to log on. (New graduate students will first need to establish a TritonLink account through the Grad Apply system.) Applications are accepted starting in April for the following academic year. The application deadline is Tuesday, April 24, 2018.

You will need to submit the following items:
- CV or Resume
- A sample of your academic writing (in English), such as a seminar paper or term paper
- Letter of interest

Application Deadline: Tuesday, April 24, 2018.
Please direct questions about the Analytical Writing Program TA application process to Tara Nadeau at tlnadeau@ucsd.edu.

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 Program Fall Workshop is mandatory. The workshop is held the Monday, Tuesday and Wednesday of Week 0 during fall quarter.

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.

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

JAPANESE STUDIES

Fall 2018:

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 24, 2018 and Saturday, December 15, 2018.

Application Procedure: Submit your application online at https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=2389

Application Deadline: We will begin accepting applications on April 2, 2018. Students who want to work in fall quarter should apply by the initial deadline of April 30, 2018.

Japanese Studies Program
UC San Diego, Institute of Arts and Humanities
9500 Gilman Drive, MC #0113
La Jolla, CA 92093-0113
Office: H&SS Room 1001
Email: japan@ucsd.edu

Winter 2019:

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 Wednesday, January 2, 2019 and Saturday, March 23, 2019.
Application Deadline: The application period starts in early September, 2018. Students must obtain the application URL here http://japan.ucsd.edu/graduate/index.html#Teaching-Assistantships and apply online during the application period.

Spring 2019:

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 Wednesday, March 27, 2019 and Friday, June 14, 2019.
Application Deadline: The application period starts in early January, 2019. Students must obtain the application URL here http://japan.ucsd.edu/graduate/index.html#Teaching-Assistantships and apply online during the application period.

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: ekirk@ucsd.edu, Urban Studies & Planning Program, Mail Code 0503, Communications Bldg. (MCC) 122B, (858) 534-3690.

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

CHINESE STUDIES

Description: The Chinese Studies Program hires 11-13 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 assigned sections. TAs serves 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. 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 drafting PowerPoint presentations), 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 or near 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 attempt 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/, which leads you to the ASES online application. Interested graduate students are encouraged to carefully read the website and follow the instructions precisely. E-mail 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. The initial deadline for the Fall 2018 Chinese language Teaching Assistant positions is May 1, 2018 but an additional deadline may be slated for June.

At the conclusion of the online application, the applicant will be instructed to deliver or mail in a Confirmation Page and perhaps a CD or USB memory stick with a voice or video 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 # 0113,
H&SS Room 1009, in Muir College
La Jolla, CA 92093-0113

Applications must be submitted on or before the deadline stated on the website or on the ASES application prompt. Grad students must complete the following in the online application:

1. Answer the questions in the online ASES application.
2. Prepare 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 website like www.youtube.com or www.youku.com . You also have the option to submit a recording via CD or on 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 online or 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 or USB. 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) you're recording along with the CHIN TA Application Confirmation Page to the Chinese Studies Program Office, unless you posted the recording online.

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. 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 July 2nd and one five-week session beginning August 6th in the 2018 Summer Session.

TEACHING AND LEARNING COMMONS

Senior TA

Description: The Senior TA works with Teaching + Learning Commons professional staff to design, facilitate, collect data, and write papers on programs that support Teaching and Instructional Assistants and graduate students looking to become future faculty. As mentors to graduate students, the Senior TA provide feedback from classroom observations, individual consultations, and facilitate informal learning communities among graduate student instructors. This is a year-long position beginning in September 2018, with a 50% appointment.

Qualifications: Senior TA are expected to demonstrate commitment and interest in teaching and graduate student development. They must have extensive classroom or lab teaching experience as a Teaching Assistant with evidence of teaching effectiveness. Strong interpersonal skills is key as the Senior TA will be expected to work in a team with other graduate students, as well as independently. The ideal candidate will have experience as instructor of record and have completed advanced programs with the Teaching + Learning Commons, including Introduction to College Teaching and/or Course Design Studio. Must be available to attend training prior to the start of the 2018 Fall Quarter.

Application Procedure: Once the application opens, this position and additional details will be posted at http://academicaffair.ucsd.edu/Modules/ASES/OpenPositions.aspx .Information about Teaching + Learning Commons programs are available at http://commons.ucsd.edu/

Writing + Critical Expression Hub

Description: The Writing + Critical Expression Hub Graduate Writing Consultants provide one-on-one writing assistance for UCSD graduate students on a by-appointment or drop-in basis. Graduate Writing Consultants receive training on best practices for supporting graduate writers. Graduate Writing Consultant also occasionally contribute to special programming for graduate writers (e.g. graduate writing retreats, workshops, etc.), and assist with record-keeping, program assessment, and outreach activities. Graduate Writing Consultants are hired as Associated in (in Lieu of TA). Appointments may range from 10% to 50%. Information about the Writing Hub can be found at http://commons.ucsd.edu/students/writing/index.html

Qualifications: Graduate Writing Consultants must demonstrate a superior command of academic writing conventions and strong oral communication

skills, as well as cultural competency and curiosity, sensitivity to a range of academic challenges, and the ability to advise students on academic support issues related to writing and communication. They must be available to attend monthly training sessions and quarterly staff orientations.

Application Procedure: The application for the Graduate Writing Consultant position can be found through the Academic Student Employment System. Applications are accepted starting in April for the following academic year. The application deadline is the first business day of May. Note that there are more applicants than available positions each year, so there is no guarantee that you will be contacted for an interview.
The ASES system will pull your campus information from your PID. You should submit via upload:

- A resume or curriculum vitae of your qualifications as they pertain to the Writing + Critical Expression Hub;

- A letter of application explaining why you are interested in working as a graduate writing consultant. (Letters may be addressed to "Selection Committee"). Indicate at the beginning of your letter if you will NOT be available to work as a Graduate Writing Consultant for all three quarters of the academic year.

- A sample of your own academic writing, such as a seminar paper or term paper. You may limit the length of your sample to ten pages.

- **Application Deadline:** 11:59pm, May 1, 2018. Late applications for the 2018-19 academic year will be accepted, but priority is given to those received by the May deadline, and most of the positions will be filled by mid-June. If unexpected vacancies occur during the year, Program Directors will check the Academic Student Employment System campaign, so please keep your application there current if you would like to be considered for last-minute openings.

CAREER CENTER

The Career Center, 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: The Career Center 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 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. The Career Center 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, the Career Center 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 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: The Career Center's website includes a section especially for graduate students that provide 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.   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 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.

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