**Call for Applications**

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|  **GRADUATE ASSISTANTSHIP** **Position for Ph.D. Students****Fall 2016 - Spring 2017****Available in the**  |
| **UMBC DEPARTMENT OF EDUCATION** |
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| UNIVERSITY OF MARYLAND, BALTIMORE COUNTY, Department of Education invites applications for a graduate assistant position in education for the Fall 2016 - Spring 2017 academic year. A full-time graduate assistant is expected to work twenty hours a week. A graduate assistant is expected register for a minimum of six credits of course work or thesis research each semester but may take up to ten semester hours each fall or spring with full tuition remission. Tuition remission does not apply to summer and winter classes. Current UMBC Department of Education Graduate Assistants must reapply for positions within the department each year and must compete with the pool of new applicants**Position Available:**  |
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| * ***Graduate Teaching Assistant for UMBC Secondary Teacher Education Program***

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| **Responsibilities:** |
| Duties include: * Assisting with preparation and teaching of all courses in assigned program
* Maintaining program and departmental records and data bases
* Maintaining communication with applicants to Departmental programs
* Working on projects related to teaching, research and program evaluation
* Planning and facilitating departmental events and meetings
* Assisting with faculty research

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| **Required Qualification** |
| * Full admission to UMBC Graduate School and a Ph.D. degree program with a GPA of 3.0 or better
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| **Desired Qualifications (Please address these in your letter of application)** |
| * Strong Interest in education
* Strong Interpersonal Skills
* Technology Skills
* Research skills
* Administrative assistant skills
* Other pertinent skills or talents
* Ability to multitask and prioritize
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| **Compensation:** |
| For students awarded a full-time graduate assistantship, they receive a monthly stipend, up to 10 graduate credits with tuition remission/semester, and an individual health benefit.  |
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| **Application Procedure:** |
| Write and email a **letter of introduction** to Susan M. Blunck, Graduate Program Director, Department of Education, University of Maryland, Baltimore County (UMBC), 1000 Hilltop Circle, Baltimore, MD 21250. In the application letter state your qualifications and describe what skills and talents you can bring to the department. You are also required to include at least a one page **resume** with your letter of introduction. **Please email your materials to Dr. Susan Blunck (****blunck@umbc.edu****), Lisa Harris (****lisah@umbc.edu****), and Dr. Cheryl North (cnorth@umbc.edu) by May 27, 2016.**  |
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| **Deadline:**  |
| Applications may be submitted at any time before the May 27, 2016 deadline. Applications must be received by May 27, 2016 to be given full consideration.  |
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| **UMBC IS AN AFFIRMATION ACTION/EQUAL OPPORTUNITY EMPLOYER** |

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