

Kaneb Center Postdoctoral and Graduate Associates

Position Description

The Notre Dame Learning | Kaneb Center for Teaching Excellence seeks graduate students and postdocs with teaching experience to serve as Kaneb Center Postdoctoral and Graduate Associates (PGAs) for an academic year. PGAs facilitate workshops on effective teaching, develop teaching resources, and contribute to other activities to help graduate students and postdocs grow as teachers. This position is an excellent opportunity to develop as an instructor, a professional, and a leader.

Expectations:

- Designing and facilitating pedagogical workshops, panels, learning communities, and reading groups
- Conducting peer observations and individual teaching consultations
- Contributing to the ND Learning website through blogs and resources
- Developing teaching resources for Notre Dame instructors
- Keeping up with new developments in the field of teaching and learning
- Attending weekly meetings with Dr. Ashley Henry, Program Director of Graduate and Postdoc Pedagogical Development at Notre Dame Learning | Kaneb Center to:
 - discuss progress/future plans
 - review relevant pedagogical literature that may inform program planning and PGA pedagogical development

Requirements:

Applicants should have completed one or more semesters of TAing or teaching, preferably at Notre Dame, before holding this position. Advisor and DGS approval will be required before hiring is finalized. Applicants must be in residence during the fall and spring semesters, and must be available the week before classes for TA orientation events. The Kaneb Center encourages applications that will help us to build a team from a wide range of academic disciplines.

Features of the Appointment:

Throughout the academic year, PGAs contribute an average of 5 hours per week, scheduled according to availability, and receive pay of \$20/hour. They attend weekly meetings with Dr. Ashley Henry, Program Director of Graduate and Postdoc Pedagogical Development at ND Learning's Kaneb Center, during which they contribute content and ideas for Kaneb Center program planning. They may receive additional training (up to 8 hours; dates scheduled according to availability).