

**Job Type:** Full Time  
**Hours/week:** 20 (specific hours to be arranged)  
**Term:** Appointed on an academic year basis  
**Department:** UB Curriculum Office

**Positions/Department:** Multiple positions available in Office of the UB Curriculum.

**Academic Year Salary:** \$16,000 plus tuition waiver (maximum of 1 credit hour of tuition to be covered).

**Submit Resume and Cover Letter to:**

Carol Van Zile-Tamsen, Associate Director, UB Curriculum  
Via Email to: [ubcurriculum@buffalo.edu](mailto:ubcurriculum@buffalo.edu)

**Deadline: Friday, February 2, 2018**

**Supervisor of Position:**

The TA serves under the direct supervision of Carol Van Zile-Tamsen, Associate Director of the UB Curriculum.

**Description**

The UB Curriculum Office is recruiting TA's for Academic Year 2018-19. These individuals will serve as the primary instructor for UBC 399: Capstone, which is a virtual course focused on guiding students through the creation of the Capstone ePortfolio using the Digication ePortfolio platform. TA activities will be coordinated by the UB Curriculum Office under the Associate Director of the UB Curriculum, Carol Van Zile-Tamsen.

**Duties and Responsibilities:**

- Teach 3 section(s) of UBC 399 "UB Curriculum Capstone," an ePortfolio project required of all undergraduate students in fulfillment of their UB Curriculum requirements;
- Tutor, evaluate, grade and assess students enrolled in UBC 399;
- Provide office hour availability for students enrolled in UBC 399;
- Attend bi-weekly Capstone Instructor meetings;
- Be an advocate for, and pioneer of UB's emerging culture of ePortfolio pedagogy.

**Skills and Requirements:**

- Prior teaching experience required;
- Familiarity and facility with digital composition techniques (text, media, image);
- Interest in innovative pedagogy and the digital environment;
- Excellent communication skills, written and verbal;

**UB Curriculum**

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[ubcurriculum@buffalo.edu](mailto:ubcurriculum@buffalo.edu)

[buffalo.edu/ubcurriculum](http://buffalo.edu/ubcurriculum)

- Highly-developed technology/computer skills;
- Ability to interact well with students and faculty;
- Strong organizational skills and high attention to detail;
- Ability to manage multiple projects and timelines;
- Ability to speak publicly and conduct group presentations;
- Ability to work effectively both independently and within teams;
- Demonstrate ability to work in a diverse environment exhibiting understanding, appreciation and respect for a wide-variety of individual differences and backgrounds;

**Teaching Assistants Must:**

- Be a full-time matriculated graduate student at UB.
- Maintain Academic Good Standing during each semester of the assistantship.
- PhD students preferred.

