

## **Graduate Student Teaching Assistant Position for Arts Internship Program**

The Faculty of Arts is looking to hire graduate student teaching assistants to support our the ARTS 4000 Arts Internship Program course running from May 2024 to August 2024. In addition to providing support to undergraduate arts interns enrolled in ARTS 4000, the GSTA will engage in their own experiential learning through professional and personal development and reflection on their learning throughout their work terms. The GSTA will be provided with orientation, training, and access to relevant skills development resources. This position is ideal for graduate students interested in experiential education, teaching, or other educator and mentorship positions.

Duties and responsibilities may include:

### **Student Consultation**

- Participate in orientation meetings for new student interns
- Meet with student interns to refine and approve their academic proposals for their internship projects and provide guidance with respect to their final project assignment
- Respond to emails from student interns
- Hold office hours (virtually or in person) and/or offer individually scheduled meetings with student interns
- Conduct site visits to student placements with community partners to enhance communication amongst students, their placements, and the Faculty of Arts

### **Student Assessment**

- Provide feedback on student resumes, CVs, and cover letters
- Review, provide feedback on, and grade proposal and final project assignments for assigned interns
- Evaluate final presentations for all interns
- Review and respond to journal reflections for all interns
- Review and approve weekly hour tracking forms in Experience UNB

### **Presentation and Participation**

- Co-facilitate internship group discussions
  - Attend and participate in all group discussions
  - Offer advice on reflection and skills development for students through their placement experiences
- Deliver short presentations or workshops at group discussions on topics relevant to experiential learning and professional development
- Attend final presentations for all student interns

### **Preparation**

- Participate in regular meetings with Arts internship coordinator(s) regarding program management and course planning

- Participate in training to use Experience UNB platform provided by Arts Internship Coordinator
- Prepare a brief presentation or workshop for one group discussion
- Review course materials (syllabi, information on EL, etc)
- Review student records and application materials (resumes and cover letters)
- Prepare an orientation manual for future GSTAs

### **Professional/personal development**

- Complete UNB Plus+ modules and provide feedback as assigned
- Meet with Career Development and Employment Centre regarding professional development topics
- Provide a personal reflection on your experience in the program at the end of the work term

### **Program and Course Materials Development**

- Review new UNB Plus+ modules for incorporation into the internship program
- Participate in program development in discussion with Arts Internship Coordinators and UNB Office of Experiential Education

Tentative hourly breakdown – 130 hours

- Presentation and participation (attendance and participation at group discussions): 20 hours
- Preparation: 15 hours
- Program and Course Materials Development: 10 hours
- Personal/professional development: 15
- Student assessment: 40 hours
- Student consultation: 30 hours

**TOTAL: 130 hours**

**DEADLINE TO APPLY: 6 MAY 2024**

Please send a cover letter and resume to [artsinternship@unb.ca](mailto:artsinternship@unb.ca) to apply.

This position is covered by the Collective Agreement negotiated between PSAC, on behalf of the Union of Graduate Student Workers (UGSW) Local 60550, and UNB. The University of New Brunswick and the Public Service Alliance of Canada are committed to Employment Equity.