

**PURDUE ENGINEERING EDUCATION (ENE)
FIRST-YEAR ENGINEERING (FYE)
GRADUATE TEACHING ASSISTANT APPLICATION**

Job Description and Duties:

This application is for Graduate Teaching Assistant (GTA) positions for First-Year Engineering (FYE) courses (ENGR 13000, 13100, 13200, 13300) in the School of Engineering Education (ENE).

GTA's are primarily hired to fulfill **classroom responsibilities**. If an offer is extended to you, it will identify your key role on the team. Please see below for further descriptions.

Key classroom support responsibilities:

- Support an instructor in the successful execution of the ENGR 13000/13100/13200/13300 course. Duties range from maintaining your assigned sections' Brightspace and Gradescope pages (posting materials, updating dates, etc.), reviewing student work, proctoring exams, uploading/ maintaining grades, and managing in-class logistics. There may be opportunities to present brief class demonstrations/lectures, and substitute for absent instructors.
- Lead a team of five/six undergraduate teaching assistants to professionally support the instructor in classroom management, grading homework and projects, proctoring and grading exams, and team activities of the ENGR 13000/13100/13200/13300 course.

Qualifications and skills:

- Actively pursuing Masters or Ph.D. degree in engineering, STEM/ENE education, or related field.
- MATLAB programming proficiency or extensive experience in programming is required. Experience with other languages (C/C++, Python, JAVA) is a plus.
- Power user in EXCEL. Proficiency with Microsoft Office.
- Capable of managing difficult classroom/student situations with poise and professionalism while exercising remedies in a proactive, fair way that is consistent with course policies and protocol.
- Willingness to learn new tools, methods, and approaches for classroom instruction and student engagement.
- Excellent oral and written communication skills. (International students must be certified in oral English proficiency or be able to pass Purdue's Oral English Proficiency Test. See [OEPP website](#) for further information.)
- Enjoys working with people at all levels and of various cultural backgrounds; works effectively as part of a team and is able to comfortably alter roles from leadership to followership.
- Positive attitude and patience.
- Excellent organizational and time management skills. Ability to be proactive with tasks.
- Able to work independently with little supervision.
- Extreme attention to detail and ability to maintain and keep updated the Learning Management Systems (Brightspace and Gradescope).
- Ability to problem-solve, function under pressure, meet deadlines, and demonstrate creativity.
- Able to work 100% of established work hours onsite in Dudley and Lambertus Hall.

Other skills:

- Coursework in learning theory or instructional design.
 - Experience with assessment.
 - Knowledge of the basic engineering design cycle.
 - At least one semester's experience in research, classroom instruction, developing instructional materials, or equivalent life experience demonstrating skills and capabilities around course instruction, project management, classroom management, or active learning.
 - Extended teaching/mentoring/instructional experience.
 - First-hand knowledge of ENGR 13000/13100/13200/13300 or other First-Year Engineering courses.
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Key Course and Employment Details:

- GTA appointments are typically 1/2 time (20 hrs/week) and involve responsibility for two course sections.
- Each course section is conducted twice a week and are two hours long (for a total of 4 hours/week). GTA's are expected to arrive 10-15 minutes ahead of class time and stay as necessary to address student questions and fulfill classroom logistics. Course sections may include up to 120 students.
- GTAs attend weekly instructional meeting to discuss course topics and workload (~2 hours/week).
- GTAs work evening Help Sessions (minimum of 2 hours every week).
- GTAs attend mandatory training during the week prior to the start of classes, each semester. You will be notified of training dates in advance. **Participation is required.**
- This position is paid on a fixed biweekly rate based on appointment.
- Appointments are by semester. Reappointment for future semesters is dependent on job performance and departmental need.

Other Requirements to be considered for a Graduate Assistantship:

- **You must be a current registered graduate student of Purdue University or accepted your offer of admission to Purdue University.**
- You must have completed relevant undergraduate and/or high-level STEM course work.
- Previous teaching experience is not required but is preferred.
- You must be **dependable** and **willing to fulfill your obligations in a timely manner.**

Application Timeline:

- All applications received will be considered for Fall 2024 semester positions.
- Application **deadline is end of day March 31st, 2024.**
- Interviews and initial offers will begin after the application deadline, on a rolling basis.
- GTA offers are targeted for completion by May 10th. Exact section assignments may not occur until early August.
- The semester contract period starts the week before classes and extends through the week after finals. GTAs are required to attend training and to be available throughout the contract period.
- While we do our best to match all qualified students with open positions, **all offers of employment are contingent on your schedule of availability matching our available positions.**
- If we have a need, we may accept applications throughout the semester on an ad hoc basis.

How to Apply:

Application Link: https://purdue.ca1.qualtrics.com/jfe/form/SV_5u9Oj62Ef5pikES

- We do not accept applications via email or in person.
- Note that the below is required for your application to be complete:
 - CV/Resume – the Qualtrics application will require you to attach your CV/Resume to be complete
 - Applicant Endorsement from your Purdue Faculty Advisor
The applicant endorsement survey must be completed by your Purdue Faculty Advisor. If you are a new graduate student without an advisor, we will accept the endorsement from the Graduate Chair for your program here at Purdue University. In your application we will ask for the name and email of your Purdue Faculty Advisor. Once your application is submitted, an email will automatically be sent to the advisor you listed with a notification you have applied for our position and requesting they complete the applicant endorsement survey. For any questions regarding how to find the right contact for your Purdue Faculty Advisor, please contact fye-opscenter@purdue.edu.

Questions:

You may forward additional employment inquiries to the FYE Operations Center:
fye-opscenter@purdue.edu (Please allow 3 business days for reply)

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READ CAREFULLY BEFORE CONTINUING - The following are the questions you will find on the application. This is for you to review the questions and prepare your answers in advance, before you actually complete the application. All applications must be completed and submitted online through the [application link](#). We will not accept paper copies of your application.

FA24 - FYE GTA Application

Start of Block: PURDUE ENGINEERING EDUCATION (ENE) GRADUATE TEACHING ASSISTANT APPLICATION

Q1
**PURDUE ENGINEERING EDUCATION (ENE)
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Q2 I have read the "Purdue Engineering Education (ENE) First-Year Engineering (FYE) Graduate Teaching Assistant Application" document in its entirety. I understand all aspects of the document and am willing and able to meet the requirements of this position.

Yes

No

Q3 First Name:

Q4 Preferred First Name (Nickname):

Q5 Last Name:

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Q6 PUID:

Q7 Local Address:

Q8 Phone Number:

Q9 Purdue Email:

Q10 We require FYE GTA's to start the week before classes start, August 12-16, 2024. Will you be on campus and able to work this week?

Yes

No

Q11 Purdue Graduate Student Information

Q12 I have accepted my offer of admission to Purdue Graduate School:

Yes

No

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Q13 First Semester enrolled in the Purdue Graduate Program: (example: Fall 2020)

Q14 Currently a registered graduate student:

Yes

No

Q15 If not a currently registered graduate student, will you be a registered graduate student for Fall 2023?

Yes

No

Q16 Purdue Graduate Department / School Acronym: (example: ME, BME, AAE, etc.)

Q17 Degree Objective:

Masters

PhD

Q18 Anticipated Credit Hours to be taken in the Fall:

Q19 Anticipated Credit Hours to be taken in the Spring:

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Q20 Anticipated Graduation Date: (example: May 2026)

Q21 Undergraduate Degree Information

Q22 What was your undergraduate major?

Q23 Did you receive your Undergraduate Degree from Purdue University?

Yes

No

Q24 Where did you receive your undergraduate degree?

Q25 Which FYE course did you take?

ENGR 131

ENGR 130

ENGR 133

ENGR 161

Other _____

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Q26

Course Instructor name was:

Q27 Did you take ENGR 132 or ENGR 162 as well?

Yes

No

Q28 Course Instructor name was:

Q29 Equivalent course I took was:

Q30 **Purdue Employment History**

Q31 Are you currently employed by Purdue?

Yes

No

Q32 List the department(s), position(s), supervisor(s) name(s), and dates of your **current** employment with Purdue. If the position is an assistantship, please include if it is 1/4 time, 1/2 time etc.

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Q33 Have you been employed by Purdue University in the past (prior to the current semester)?

Yes

No

Q34 List department(s), position(s), supervisor(s) name(s), and dates of **your past** employment. If the position was an assistantship, please include if it was 1/4 time, 1/2 time etc. This should not include the current semester as that was listed previously.

Q35 Skills/Experience:

Q36 What unique skills or abilities have prepared you for the GTA opportunity in FYE? Tell us in 3-4 sentences.

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Q37 Do you have Grading or Tutoring experience?

Yes

No

Q38 Do you have Teaching Assistant experience?

Yes

No

Q39 You have selected that you have grading, tutoring, and/or teaching assistant experience. Summarize this experience; distinguish lab instructor experience from classroom teaching. Include dates, places, and a description of duties (i.e., hours per week, answering questions, covering new material, etc.)

Q40 Describe relevant experiences working in a team, or with other teams, that may benefit you in the FYE classroom setting:

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Q41 List programming languages, software packages, and operating systems in which you are very proficient:

Q42
Other than technical skills, list what you can offer the FYE students and the instructional team you may be paired with.

Q43
Applicant Endorsement
We require your Purdue Faculty Advisor complete a survey endorsing your application. This shows FYE you have departmental support of your commitment to the requirements of this position. If you are a new graduate student without an advisor, we will accept this endorsement from the Graduate Chair for your program here at Purdue University. Once your application is submitted, an email will automatically be sent to your advisor with a notification you have applied for our position and requesting they complete the applicant endorsement survey. In order for this email to be generated, please provide the information below for your Purdue Faculty Advisor. For any questions regarding how to find this information, please email fye-opscenter@purdue.edu.

Q44 Purdue Faculty Advisor Name:

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Q45 Purdue Faculty Advisor Email:

Q46 **Attach CV**

Applications without an attached resume will not be considered. If you have trouble attaching your CV please contact the FYE Ops Center at: fye-opscenter@purdue.edu

Q47 **Your signature and submission of this application states:** All information provided on this application is correct to the best of my knowledge. I will inform the First-Year Engineering Operations Center (fye-opscenter@purdue.edu) of any changes to the information provided in this application.

End of Block: PURDUE ENGINEERING EDUCATION (ENE) GRADUATE TEACHING ASSISTANT APPLICATION
