The Division of Academic Enhancement (DAE) is seeking graduate students for assistantships for the 2019-2020 academic year. The DAE is a unit of the Office of Instruction in whose central mission is to provide campus-wide leadership, collaboration, and support on matters related to instruction and student success. DAE empowers all students to achieve success with innovative courses, programs, services, and student-centered initiatives. For information about the DAE, visit dae.uga.edu.

Compensation (including tuition waiver) aligns with the USG and graduate school guidelines. To apply, please submit a one-page cover letter, current CV, and references here (https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_d76D3qtyH2RUzFX) by Monday, April 1, 2019. The position will begin in August 2019 and end in May 2020, dependent upon successful completion of duties.

**Job Responsibilities**

- Serve as research assistant to the Director on various projects concerning current instructional issues
- Contribute to various DAE initiatives and projects as needed.
- Communicate regularly with UGA faculty, staff, and students about Reacting to the Past (RTTP)
- Help organize and run RTTP faculty development conferences/workshops, institutes, and other events on campus
- Work with RTTP peer mentors/preceptors, including helping plan and run development workshops for these students
- Maintain and process paperwork including applications, reports, teaching documents, and assessment instruments for RTTP
- Work with DAE staff to process financial requests for RTTP
- Collaborate with RTTP co-directors on innovating new opportunities for development

**Qualifications**

- Current research agenda in instruction, student success, or higher education
- Ability to work autonomously on projects
- Ability to work in a high-energy, fast-paced environment and contribute to teams of administrators, faculty, and staff.
- Previous knowledge of website content management systems and some basic design skills are preferred
- Doctoral student in a Humanities discipline or Higher Education

If questions arise, please email Dr. Chase Hagood, Director of the Division, at tchagood@uga.edu.