

Graduate Assistant Posting Form*

Department Name and Location	% of Time	Job Description	Qualifications	Time Period of Position	How to Apply	Deadline to Apply	Number of Positions
Center for Teaching Excellence (CTE), Morris Library - Carbondale	25%	<p>This assistantship is classified as Teaching Assistant and shall provide curriculum and instruction support to the CTE's instructional design team with a wide range of tasks, including content development, workshops and trainings, one-on-one consultations with faculty or staff, course reviews in the LMS.</p> <p>Likely duties/responsibilities</p> <ul style="list-style-type: none"> design and development of faculty training workshops, including the preparation of documentation, job aids and detailed workshop action maps design of course materials in compliance with ADA standards and the principles of Universal Design for Learning provide instructional design support to faculty and staff, including (but not limited to) individualized support sessions, webinars, workshops, and professional development programs collaborate with instructional designers on projects that support quality online teaching and learning, including but not limited to the development of online courses and multimedia 	<p>Minimum:</p> <ol style="list-style-type: none"> Meets the Graduate School requirements for an assistantship Graduate student in instructional design, educational technology, or education-related fields. The ability to self-initiate, work independently, and collaborative within a team; good interpersonal communication skills Able to work in person (this is not a remote position) <p>Preferred Qualifications:</p> <ol style="list-style-type: none"> Experience working directly with faculty Experience delivering trainings or workshops Knowledge of learning theories and instructional design models, including but not limited to ADDIE model Knowledge of assessment and evaluation methods 	August 1, 2025 – May 15, 2026	Interested candidates should submit a cover letter, resume, (unofficial) transcript, and contact information for at least one current reference to leticia.velasquez@siu.edu with CC to craig.engstrom@siu.edu	5/15/2025	1

		<p>resources, quality course design review and consultation of online courses in alignment with online quality standards, development of support materials for faculty, and application of educational technology theories and frameworks aligned to quality online learning standards</p> <ul style="list-style-type: none">• assist with course review and research and selection of educational technologies, OER, and other zero/low cost to students' online learning tools• collaborate with other CTE personnel as needed for instructional design related tasks and projects• other duties as assigned					
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