TEACHING ASSISTANT (SPMGT 101) – THREE OPENINGS

In the 2020-2021 academic year, the student will be assigned to section X of SPMGT 101, taught by [Instructor]

Primary duties of the teaching assistant:
- Assist the instructor of record in preparing course content and class materials.
- Work with the instructor of record and other teaching assistants to maintain content in the online learning management system (upload assignments, create notifications to students, etc.).
- Attend lectures by the instructor of record in the course to which the graduate assistant is assigned.
- Occasionally deliver (teach) a lecture or part of a lecture in the course to which the graduate assistant is assigned.
- Grade assignments and exams submitted by students enrolled in the course. Assignments and exams should be graded and scores/grades submitted in a timely fashion (as a general rule, within a week after their due date). Students should be provided a reasonable and sufficient amount of constructive feedback.
- Maintain regular office hours and respond to course-related student inquiries submitted in person or by electronic communication. Maintain a high level of professionalism in such correspondence.
- Complete other course-related tasks as assigned by the instructor of record.

Additional duties of the teaching assistant:
- Participate in curriculum planning meetings or activities scheduled at the beginning of each semester (tentatively during the week preceding the beginning of instruction).
- Participate in Week of Welcome meetings or activities scheduled at the beginning of the fall semester (during the week preceding the beginning of instruction).
- Participate in curriculum evaluation meetings or activities at the end of each semester (tentatively during Finals Week).
- Participate in curriculum evaluation and development meetings and activities as invited/required.
- In the last two weeks of each semester, evaluate students and assess their fitness as (potential) candidates for pursuit of a major or minor in sport management.
- Attend other program meetings as invited/required.

TEACHING ASSISTANT (instructor) – ONE OPENING

In the 2020-2021 academic year, the student will be assigned to teach [one/two sections] of SPMGT [lower-division course].

Primary duties of the teaching assistant (instructor):
- Prepare course content and class materials and deliver (teach) the courses assigned.
- Curate necessary content in the online learning management system (upload or update assignments, create notifications to students, etc.).
- Follow the provided course syllabi and update them as necessary (e.g., assignment due dates, references to university policies or student learning outcomes).

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The successful candidate will be assigned to a lower-division course (typically, SPMGT 276 Introduction to Sport Management or SPMGT 290 Sport Programs) as agreed upon between the assistant department chair and the candidate. Candidates with extraordinary academic or professional experiences will be considered for upper-division courses, as well. Candidates for this position are encouraged to browse through the list of courses and identify in their cover letter the courses they consider themselves qualified to teach.
- Develop suggestions for minor and/or major changes to the syllabi, and discuss them with the assistant department chair and other faculty as appropriate before implementing them.
- Grade assignments and exams submitted by students enrolled in the course. Assignments and exams should be graded and scores/grades submitted in a timely fashion (as a general rule, within a week after their due date). Students should be provided a reasonable and sufficient amount of constructive feedback.
- Maintain regular office hours and respond to course-related student inquiries submitted in person or by electronic communication. Maintain a high level of professionalism in such correspondence.
- Complete other course-related tasks as requested by the assistant department chair or other college official.

Additional duties of the graduate assistant:
- Participate in curriculum planning meetings or activities scheduled at the beginning of each semester (tentatively during the week preceding the beginning of instruction).
- Participate in Week of Welcome meetings or activities scheduled at the beginning of the fall semester (during the week preceding the beginning of instruction).
- Participate in curriculum evaluation meetings or activities at the end of each semester (tentatively during Finals Week).
- Participate in curriculum evaluation and development meetings and activities as invited/required.
- In the last two weeks of each semester, evaluate students and assess their fitness as (potential) candidates for pursuit of a major or minor in sport management.
- Attend other program meetings as invited/required.

Additional expectations and useful information for students in both positions
- Graduate assistants should thoroughly familiarize themselves with Chapter Nine (“Graduate Assistantships”) of the Graduate School Policies and Procedures.
- This is a half-time appointment, which requires an average of 20 hours per week during the term of the appointment (typically, August 16 – May 15).
- During the term of the appointment, all graduate student service appointees are expected to be at work each normal workday, including periods when classes are not in session, with the exception of the legal holidays designated by the Board of Regents (see http://www.hrs.wsu.edu for official university holidays).
- There is no annual leave or sick leave associated with assistantship appointments.
- Graduate assistants should familiarize themselves with the program handbook and program teaching manual.

APPLICATION PROCESS AND OTHER RELEVANT INFORMATION

MINIMUM QUALIFICATIONS: All successful teaching assistant candidates will demonstrate the following:
- Acceptance to the WSU Sport Management program
- Academic and practical experience in a sport-related field
- Computer knowledge, including proficiency with Windows-based computer systems and Microsoft applications
- Excellent written and verbal communication skills
- Ability to work collegially and collaboratively with diverse internal and external constituencies

HOURS PER WEEK: 20
STARTING DATE: August 16, 2020

COMPENSATION: Approximately $14,666.00 (.5 FTE) for a nine-month appointment ($1,629.55/month), a resident tuition waiver, and health insurance (estimated at $2,000 approximately). Additional summer employment may be available.

SCHOLARSHIPS: Successful candidates will be encouraged to apply for additional scholarships and departmental and college funding for professional development opportunities (e.g., conferences).

RESIDENCY REQUIREMENT: Individuals must reside in Washington state during employment and apply for resident status during the first year of their assistantship.

APPLICATION PROCESS: Applications are due by February 1, 2020. Please email a copy of your resume, cover letter (listing all positions a candidate is applying to), and name and contact information for 2-4 references to: Dr. Simon Licen, Assistant Chair, Department of Educational Leadership and Sport Management, simon.licen@wsu.edu.

ADMISSION REQUIREMENTS: Requirements include a baccalaureate degree or equivalent from an accredited college or university; acceptance by the WSU Graduate School (requirements include a GPA of 3.0 or above, official transcripts, and 3 letters of recommendation); and acceptance to the Sport Management program (additional program requirements include a minimum combined GRE score of 291 and a statement of purpose). Visit www.gradschool.wsu.edu for more information. Applications to the Graduate School are due by January 10, 2020 for priority acceptance.

THE SPORT MANAGEMENT PROGRAM (https://education.wsu.edu/graduate/sportmanagement/):
The Washington State University Sport Management program’s mission is to provide students with the essential theoretical and empirical knowledge, professional skills, learning experiences, and academic support needed to succeed in life. We are committed to transformative research and scholarship, as well as to multimodal engagement with an array of community and sport industry stakeholders. Through the development of professional and collaborative networks, we strive to create and sustain a diverse, global presence.

The program offers lower division courses including a University Common Requirement (UCORE) course, upper-division courses leading to a major and minor in Sport Management (over 100 admitted students per year), and master of arts degree in Sport Management (15-20 admitted students per year).

WASHINGTON STATE UNIVERSITY
Washington State University (WSU) is a comprehensive land-grant research institution with campuses in Pullman, Spokane, the Tri-Cities, Vancouver, and Everett. More than 20,000 undergraduate and graduate students are served by the Pullman campus in some 300 fields of study. The University is one of the largest residential universities in the West. Pullman offers a friendly, small-town living environment. Visit: www.pullmanchamber.com for information about Pullman and WSU.

Washington State University is an EEO/AA educator/employer.