

Teaching Assistant, First Year Experience – Entrepreneurial Musicianship/Interdisciplinary Studies

No. of Jobs Available:	1
Supervisor:	Annie Phillips, Associate Dean
Contact:	annie.phillips@necmusic.edu

Job Summary: This is a new role for a graduate student at NEC interested in classroom teaching at the college level. The successful candidate will assist Annie Phillips and Erica Washburn in coordinating the First Year Experience, a new required class for all first-year undergraduate students at NEC, which includes 90+ students each year.

Responsibilities include:

Classroom Management

- Attend all guest presenter class sessions to:
- Introduce presenter, take attendance
- Provide basic technical support to guest presenters (ie plugging a laptop into a projector if in person, managing Zoom room if online)
- Observe the session and note student engagement, answer student questions as needed

Course Management

- Manage attendance and assignment records in NEO; monitor class participation; be in touch with students who are not attending class or completing assignments in a timely manner
- Send weekly class reminders to students
- Manage front-line student questions via NEO (i.e. What time is class? Where is class? What should I do because I missed class?)
- Work with Annie Phillips to develop weekly content reminder emails to send to first-year studio faculty, liberal arts faculty, and music history faculty
- Manage contract and payment process for all guest presenters
- On occasion, provide feedback to students on appropriate assignments

This job will entail 1-2 hours of work per week in first semester and 3-4 hours per week in second semester (second semester involves more guest lecturers).

Contact Annie Phillips with any questions about the position.

Position starts on 9/1/2021 and this is an on-campus position.

\$15 per hour.

Qualifications:

- Past experience classroom teaching a plus
- Past experience managing lecture series or student events a plus
- Fluency in GSuite, NEO, Zoom, and NEC's other digital platforms
- Understanding of student confidentiality requirements

How to Apply: Send Annie Phillips a cover letter detailing your interest in the position, your past experiences that qualify you for the position, and how the position might help you reach your professional goals; in addition, send a resume no longer than 2 pages listi