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| Graduate Fellow in Humanities Analytics  | The Graduate Fellow in Humanities Analytics supports English faculty and Ph.D. students with digital humanities research projects, and assists with the undergraduate Humanities Analytics Minor when needed. Tasks vary, but could include providing help and guidance for analyzing, digitizing, quantifying, and visualizing different types of humanities and cultural phenomena, including printed books, manuscripts, historical records, art, music, and film. Responsibilities:  
• Help to develop faculty research projects and grants with a digital component, including upkeep of digital legacy projects  
• Keep regular, weekly office hours and be available to meet with English faculty and Ph.D. students  
• Contribute materials or assistance to undergraduate courses that are part of the Humanities Analytics (HumAr) Minor when needed  
• Execute special projects for the English Department related to the digital humanities at the direction of the Department Head  
To qualify, students must have taken 76-829 Introduction to Digital Humanities and/or be familiar with current methods in the digital humanities. Some coding skills helpful. | Andreea Ritvoi | Yes. Teaching release. | Fall and/or Spring. Some summers if needed. | Yes         |
| Teaching Assistant Position for S18: two engineering minis for PhD students (18-701 and 18-702) | Teaching Assistant requested for two spring minis, which are technical writing courses designed for PhD students in ECE studying for their qualifying exams (see mini descriptions below). The course emphasizes practical applications of style principles to core research genres for engineers. The TA will play a coordinating role in working with the lead instructor to: 1) build upon the existing sample set of ECE relevant texts to share with students; 2) develop additional micro-learning resources for students (e.g., mini lessons or in-class exercises that activate core principles); 3) assist with student workshopping and feedback, and; 4) help organize the online course materials as needed. The course is a good match for those interested in learning more about engineering communication, STEM research genres, writing about data, and strategies for accommodating technical information. Classes meet Mondays and Wednesdays from 2:30-4:20 pm. The TA will not be expected to attend every class, but will coordinate with the lead instructor to identify particular lectures where the TA could contribute a micro-lecture or assist with in-class workshopping. Weekly work will be calibrated for 5-7 hours/week, $13/hour. | Necia Werner | Monday, January 8, 18 | Yes. | Spring | Varies |
| GCC Assistant to the Director | GCC Assistants to the Director are primarily responsible for training new GCC tutors, supervising tutoring shifts (including e-tutoring appointments), and conducting GCC workshops as needed. In addition, the Assistants to the Director will conduct tutoring sessions and help prepare GCC instructional and administrative materials. To qualify, students must have tutored at the GCC for one full academic year. | Joanna Wolfe | Yes. An additional Stipend. Typically Fall Semester. 12 hours/week. | Yes         |
| GCC Engineering Specialist | The GCC Engineering specialist is an ad hoc position that is appointed depending upon need. The engineering specialist serves as a Teaching assistant for engineering courses, conducting writing workshops, grading papers, and holding tutoring sessions for students in these courses. To qualify, students must have tutored at the GCC for one full academic year. | Joanna Wolfe | Yes. An additional Stipend. | ______ semester. 12 hrs/week. | Yes         |
| GCC Tutor | GCC tutors work with CMU students at the Global Communication Center on written, oral, and visual communication and are paid an hourly wage. Tutors may also be asked to help with GCC research projects or to prepare GCC materials. To qualify, students must have taken or currently be enrolled in Writing in the Disciplines (formerly titled GCC Practicum). There is opportunity for summer employment. | Joanna Wolfe | Yes. | | Yes         |
| MLK Awards | RA position to help with the Martin Luther King, Jr. Day Writing Awards. The duties vary, but focus on running and organizing the writing awards. Qualifications involve a commitment to social justice issues and some document design and pr skills. | Jim Daniels | Spring (April) | Yes. | Mainly Fall, some Spring | Yes         |
| Assistant Director of 76-270 Writing for the Professions | Responsibilities  
• Maintain, update, and contribute to course materials including syllabi, assignments, readings, student samples, grading criteria, class plans, etc.  
• Conduct weekly one-hour practicum for new instructors for the course during the fall term.  
• Work individually with course instructors as needed and serve as a general resource person for them for the course.  
• Coordinate with Career Center & Office of Undergraduate Research for speakers to attend relevant sessions.  
• Serve as coordinator and instructional partner where appropriate on 270-related technology-enhanced learning (TEL) research projects.  
• Work with instructors to collect student work under IRB-approved research projects.  
Qualifications  
• At minimum, in final year of coursework having demonstrated a track-record of strong teaching in the first-year writing program. | Necia Werner | Spring | Yes. 1/2 Stipend | Fall and Spring | Yes         |
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| 76101 Assistant Director of First-Year Writing | Current Job Responsibilities:  
• Support new and current instructors of 76-101  
• Assist with serving as contact point for new instructors  
• Assist with running the weekly Practicum meetings for new 76-101 instructors  
• Help design curriculum for 76-101 general syllabus (create and pilot syllabi)  
• Develop and distribute how-tos for new software or piloted work (eg: new lesson plans, student handouts, OL module instructions, etc.)  
• Assist with New Instructor Orientation and Teachers’ Meetings  
• Help develop and assemble the New Instructor Mailing  
• Help plan and run the New Instructor Orientation in August  
• Teach sections of the New Instructor Orientation  
• Help plan and run Fall Reorientation and regular Teachers’ Meetings  
Requirements for Applicants:  
• Have passed exams by the time you assume role (Aug 2017).  
• Have taken (or will audit in Fall 2016) the "Pedagogy" course (History, Theory, and Practice of Writing Instruction)  
• Spend the 2016-2017 year in position-elect or an incoming role, which is an unpaid training time. There are particular responsibilities during that year:  
  o Fall 2016 create (with Danielle's supervision) a possible 101 syllabus to serve as general syllabus for Ay 2016-2017.  
  o Spring 2017 teach this course as a pilot  
  o May-June 2017 revise the course syllabus with Danielle for general use.  
  o Attending the weekly practicum is optional. | Danielle Wetzel | Spring (February or March) | Yes. Stipend + 1 month’s pay for August. Typically 10 hrs/week | Fall and Spring | Yes |
| Assistant Director of Second Language Writing | • qualifications include experience with teaching 76100, a demonstrated interest in and record of researching and teaching of writing; prior TESL experience preferred but not required;  
• attends weekly fall practicum training; posts materials on bboard when necessary and runs segments of August training for new teachers of 76100 | Danielle Wetzel | Unpaid. | Fall and Spring | Yes |
| Summer Placement Team Member for 76-100/101 | Read incoming ESL students’ essays | Danielle Wetzel | Spring (April) | Paid. $30/hr. 15-20 hours/week | Summer and beginning of Fall | Yes |
| Assistant Director of the Pittsburgh Consortium of Medieval and Renaissance Studies | Responsibilities: Organize and publicize events, correspond with visiting speakers, curate e-mail list, manage website  
Qualifications: Demonstrated interest in Medieval and Renaissance studies, strong organization skills, | Christopher Warren | $1,500 stipend for the academic year | Fall and Spring | Yes |
<p>| Computer Orientation Instructor | Conduct two computer orientation sessions with incoming students in the MAPW cluster | Ass’t Dir of Graduate Programs | $20/hr. Total of 2-4 hours of work | One day in August | Yes |
| RA positions | Various Research Assistantships working with English Department Faculty on various projects funded by their professional development accounts, seed grants, federal awards, etc. | Faculty member requesting | Pay rate - varies. Hrs/week - varies | Varies | Varies |</p>
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<td>Qatar Summer PreCollege Program</td>
<td>• not within our jurisdiction, but the previous and current director, Damian Dourado, contacts me <em>some</em> years for referrals and help with communication. He has not always contacted me in the past, however, and often goes through referrals from previous teachers. i.e., we have no control over this hiring process. • these can be renewed depending on the decisions of the folks in Qatar • individuals teach writing to pre-college students</td>
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<td>Eberly Center (Graduate Teaching Fellows)</td>
<td><strong>Responsibilities:</strong> trained to conduct classroom observations, teaching philosophy consultations, and microteaching sessions for graduate students across disciplines <strong>Qualifications:</strong> 2 or more semesters of teaching experience, exemplary teaching record, must complete a number of interview tasks and undergo Eberly Center training</td>
<td>Chad Hershock</td>
<td></td>
<td>Hourly, temporary, no benefits</td>
<td>2 semester appointment</td>
<td>renewable based on performance</td>
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