

THE
UNIVERSITY
OF RHODE ISLAND
OFFICE FOR THE
ADVANCEMENT OF
TEACHING AND
LEARNING

Announcing ATL's 2024-2025 Graduate Assistantship Opportunities

The Office for the Advancement of Teaching & Learning (ATL) is the University of Rhode Island's home for faculty and graduate student instructor support and professional development in the areas of teaching, learning, academic program assessment, and student evaluation through testing. ATL seeks to foster the success of all members of URI's instructional community. Members of ATL reside formally on 1 of 4 teams (1) Faculty Development, (2) Student Learning Outcomes Assessment and Accreditation, (3) Online Education and Instructional Design, and (4) the Academic Testing Center. These teams work collaboratively to foster the success of all members of URI's instructional community. For more information about our office, visit: www.uri.edu/atl.

For the 2024-2025 academic year, ATL is offering Graduate Assistantship opportunities in the following areas:

- Faculty Development
- Marketing and Communications
- Online Education and Instructional Design
- Student Learning Outcomes, Assessment, and Accreditation

To apply, **please submit your CV and a letter of interest (maximum of 2 pages)** that describes your motivation and desire to play a key role in ATL's efforts in one of these areas, and how your experience(s) have prepared you to contribute in significant ways. We also invite you to discuss potential future innovative approaches and ideas for the Office for the Advancement of Teaching & Learning to consider and implement. *One letter of interest is required to be submitted for each Graduate Assistantship that the graduate student is interested in interviewing for within our office.* **Applications are being accepted now and will continue to be accepted until each position is filled.** To submit your materials or to ask questions, please email Chris Lavan, Associate Vice Provost for the Advancement of Teaching & Learning at christopher.lavan@uri.edu.

Thank you,

Christopher E. Lavan

Christopher E. Lavan, Ph.D.
Associate Vice Provost for the Advancement of Teaching & Learning
Office for the Advancement of Teaching & Learning

Faculty Development

Duties and Responsibilities

- Support the success of faculty development programs across all modalities.
- Provide logistical support for in-person events (booking rooms, ordering food, gathering supplies, gathering attendance data, sitting at registration, etc.).
- Support virtual events by helping to facilitate Zoom meetings.
- Track participation and impact of ATL faculty development programs and services.
- Author web-based instructional guides for ATL website by surveying other Center for Teaching and Learning websites for models to follow, identifying common, high-use topics, as well as following ideas and recommendations from within ATL and/or campus community, writing and organizing the content and working with the ATL Marketing and Communications GA to post and/or distribute new resources.
- Connect the Faculty Development team to ATL communication channels by collecting program information from faculty developers and faculty leaders, synthesizing information for use in the following formats: website, email, social media, and ATL newsletter, and ensuring that ATL Marketing and Communications GA has information in a timely fashion.
- Monitor and maintain the email account associated with Faculty Development and respond to all telephone inquiries.
- Participate in Faculty Development staff meetings and periodic planning activities.
- Attend ATL staff meetings and professional development meetings as your schedule allows.
- Perform other duties as requested related to this Graduate Assistantship.

ATL Marketing and Communications (supports all ATL teams)

Duties and Responsibilities

- Maintain ATL's website, uri.edu/atl, with up-to-date information, and add new content as needed throughout the academic year.
- Serve as the primary author and architect of ATL's monthly e-newsletter, *Faculty Rhode to Success*, as well as manage the office's listservs.
- Ensure that all new and existing ATL resources follow current URI branding guidelines and are accessible to all stakeholders.
- Assist in the planning and preparation of all informational presentations for ATL's larger workshops, events, and institutes in alignment with URI's branding guidelines.
- Conduct web-based research, gather data, and work to improve ATL's strategy related to marketing and communications.
- Manage projects related to marketing and promoting the opportunities produced by ATL's 4 teams, ATL's annual events, and other stakeholder focused experiences.
- Perform other duties related to the implementation, growth, and expansion of ATL resources and initiatives, such as starting and managing ATL's social media strategy, as well as starting and developing ATL's video and audio resource libraries.
- Attend ATL staff meetings and professional development meetings as your schedule allows.
- Perform other duties as requested related to this Graduate Assistantship.

Online Education and Instructional Design

Duties and Responsibilities

- Research, recommend, and implement best practices in supporting faculty who teach online and/or in blended formats including establishing relationships with support services across campus.

- Create various surveys to accumulate data necessary for the growth and quality assurance of online and blended learning and teaching.
- Perform qualitative and quantitative data analysis for presentation purposes in both textual and visual formats.
- Maintain Online Education and Instructional Design's webpages.
- Provide BrightSpace and Panopto support for URI faculty.
- Assist in facilitating and managing the completion of ATL's Basic BrightSpace and Online Pedagogy courses.
- Manage and maintain the email account associated with Online Education and Instructional Design and respond to all telephone inquiries.
- Participate in Online Education and Instructional Design's staff meetings and periodic planning activities.
- Attend ATL staff meetings and professional development meetings as your schedule allows.
- Perform other duties as requested related to this Graduate Assistantship.

Student Learning Outcomes, Assessment, and Accreditation Duties and Responsibilities

- Maintain a process for tracking assessment reporting as well as professional development opportunities and services.
- Develop and refine processes using technology platforms as needed.
- Maintain electronic folders for program assessment documentation, plans, and reports.
- Create summary reports for presentation in multiple formats to varied stakeholders, including qualitative and quantitative data analysis.
- Research, recommend, and collaborate on the development of programming and resources including assessment tools (rubrics, reporting forms, documentation, and resources, etc.), learning modules, and topical sessions.
- Monitor the impact of outreach and materials across modalities.
- Assist in creating surveys in Qualtrics and Google Forms.
- Provide administrative support for relevant and related committees or faculty initiatives.
- Maintain webpages associated with Student Learning Outcomes, Assessment, and Accreditation including updating, designing and building effective resources and modules.
- Monitor and maintain the email account associated with Student Learning Outcomes, Assessment, and Accreditation.
- Participate in Student Learning Outcomes, Assessment, and Accreditation staff meetings and periodic planning activities and respond to all telephone inquiries.
- Attend ATL staff meetings and professional development meetings as your schedule allows.
- Perform other duties as requested related to this Graduate Assistantship.