CENTER FOR AFRICANA STUDIES seeks Graduate Teaching Assistant

The role of the Graduate Teaching Assistant (GTA) is to assist with the educational and administrative work of the Center for Africana Studies.

Your Contribution
The student will assist in performance of the following duties, in support of and conjunction with the Center staff and administrative team. The exact configuration of duties may vary over time, in balance with the needs of the Center and the student.

- Staff the Center (112 LSE), in support of the duties outlined below
- Assist faculty and students who are conducting independent research or independent studies through the Center
- Provide TA support to core Africana faculty as assigned.
- Provide TA support in service of the Center
- Assist in advising and mentoring of undergraduate students
- Promote and assist with the Center’s scholarly activities, including but not limited to outside speakers, regular programming, student and faculty talks, research week, and other programming
- Promote awareness of, and interest in, the Center across the Stillwater campus
  - Assist in liaising with relevant student, faculty, and community organizations to promote the Center’s programming and outreach activities
  - Help to identify and develop relationships with community members and organizations whose missions closely align with the Center for Africana Studies.
- Produce communications, informational and marketing materials for the Center
- Other duties as assigned

Workload
- 20 hours per week (0.5 FTE)
Your Qualifications

- Admission to a Graduate Program at Oklahoma State University
- Must maintain a 3.0 GPA (Grad College Requirement)
- Possess a background in Africana Studies (African, diasporic, African American) or race/ethnic studies, as evidenced by graduate coursework, research specialization, and/or specialized professional training
- Evidence of research skills; prior research experience, is preferred
- Strong communication skills - both oral and written
- Strong analytic skills
- Basic Graphic design skills
- Must work well independently.
- Must be deadline-oriented, communicative, flexible, and have good time management skills
- Possess a positive work ethic and attitude
- Have the ability to work effectively with different personalities and interests

Length of Position

- The position covers the 9-month academic year and is dependent upon maintaining satisfactory academic performance (3.0 GPA) for the entire period. This appointment may be renewed subject to satisfactory performance of assigned duties, availability of sufficient funds, and compliance with all Department, Program, Graduate College and University rules, regulations, and requirements.

Compensation:

- This position carries a monthly stipend commensurate with that of the student’s home department.
- A full tuition waiver for eligible graduate courses; fees cannot be waived.
- Single-person health insurance with subsidized premium.

To Apply:

Please send a 1-page maximum, single-spaced cover letter, a CV (no resumes, please) in .doc or .pdf format, and a copy of the most recent transcript (unofficial is fine), to africannastudies@okstate.edu. In the cover letter, address prior work or other relevant experience, and academic training directly relevant to the “Description of Duties” and “Qualifications” listed above. Consideration will be given to applicants with academic and/or professional training in the fields of Africana Studies, race or ethnic studies.

**Deadline for applications: April 11, 2022 or until filled**

Consideration of applications will begin upon submission, with interviews to follow.