**Christine E. Lynn College of Nursing**

777 Glades Road

Boca Raton FL, 33431

*nursing@fau.edu*

*www.fau.edu*

**Florida Atlantic University**

**Christine E. Lynn College of Nursing**

**Office of Academic Programs**

**Position Description: Graduate Teaching Assistant**

**Qualifications:**

* **Currently enrolled as a student in the Master of Science in Nursing, Doctor of Nursing Practice or Doctor of Philosophy degree programs at Christine E. Lynn College of Nursing**
* **Excellent interpersonal skills, ability to maintain a high level of professional comportment and work effectively with faculty, students, and staff**
* **Proficiency with Microsoft Office**
* **Basic skills in the use of Blackboard**
* **Effective written and verbal communication skills**

**Position Type: Temporary**

**Hours**: Negotiated; ranges from 10 to 20 hours per week

**Commitment**: This is a one year commitment; selected candidates are eligible to reapply to this position

**Position Location**: Christine E. Lynn College of Nursing at the Boca, Davie, or Harbor Branch Campuses

**Start Date**: Beginning of the Fall, Spring, or Summer semesters of each academic year

**Duties/Responsibilities**: The Graduate Teaching Assistant performs teaching duties under the supervision of an assigned College of Nursing Faculty member at Florida Atlantic University. Graduate Teaching duties may include, but are not limited to, community, hospital, or laboratory teaching activities; assisting faculty with teaching; preparing materials for courses; grading assignments; monitoring quizzes and exams; co-teaching; teaching an undergraduate level course; tutoring; performing duties as a classroom, lab or online assistant; reviewing the literature to update teaching materials; providing information to current or prospective students from the student handbook, College of Nursing Website, or FAU catalogue; and assisting with course reports. Duties and responsibilities of this position will be aligned to enhance the student’s educational level of learning.

**Status: Exempt**. This position meets the criteria to be exempt from the Fair Labor Standards Act (FLSA). Positions designated as “exempt” are not eligible for overtime pay. Exempt student employees do not need to submit timecards but hours worked must be approved by their immediate supervisor. Link to FLSA frequently asked questions: <http://www.fau.edu/hr/Student_Employment/FLSA_faqs_hr.php>

**Contact Information**: For consideration, please provide a cover letter, resume, and 2 professional references to:

Karethy Edwards, DrPH, APRN, FNP-C

Professor, Associate Dean for Academic Programs

Florida Atlantic University

Christine E. Lynn College of Nursing

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