

GRADUATE PROGRAM COORDINATOR (Faculty)
SUMMER DUTIES

General mentoring and support for dance graduate students as needed; includes on-boarding new students.

Support and monitor dance graduate students who work in a teaching role (TA or Predoctoral Instructor); includes assisting the Department Chair in preparing graduate student teaching assignments for the up-coming academic year.

Ensure a mid-term teaching observation of all graduate students who are in their first and/or second quarter of instructional duties. Ensure that the students receive a written summary of their observation and send a copy of the observation to the department chair (cc to danceadministrator@uw.edu).

Note: Teaching Assistants who do not perform direct instruction (e.g., duties limited to grading or other support of an instructor) are not required to have a teaching observation.

Serve as the primary supervisor for dance graduate students with an RA appointment; includes identifying the RA's research agenda and establishing clear expectations regarding progress and/or deliverables.

Compensation:

\$500/month for three months: June 16-September 15