Architecture Program - Teaching and Graduate Assistantships

The Architecture Program invites applications from qualified continuing and newly admitted graduate students for a limited number of teaching, administrative, and research positions. The Director of the Architecture Program, in consultation with faculty members and appropriate staff will make the final determination of TA and GA assignments. TA and GA positions are awarded based on the basis of academic and professional qualifications. The positions listed below constitute the range of assignments typically offered within the School of Architecture, Planning, and Preservation. Because of limited resources, these positions are typically reserved for Master of Architecture and Master of Science in Architecture students only. All positions are subject to availability and funding.

Graduate assistantships carry a stipend ($3,500-$4,100) per semester for 10 hours / week service), five credit hours of tuition remission per semester, qualification for in-state tuition rates, and eligibility for participation in the University of Maryland health benefits system.

**UNIV 100/ARCH 101 Student and the University/Foundations of Architecture Teaching Assistant**

**Supervision:** UNIV 100/ARCH 101 Faculty

**Duties:** Teach sections of freshmen architecture students including grading, attending lectures, etc.

**Time Commitment:** 10 hours per week

**Qualifications:** Graduate student with prior teaching experience (ARCH 150, ARCH 170, ARCH 242, etc.); strong communication and leadership skills.

**Required:** Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

**ARCH 170 Introduction to the Built Environment Teaching Assistant**

**Supervision:** ARCH 170 Faculty

**Duties:** Teach two discussion sections in ARCH 170 including explaining, reviewing, and grading assignments; attend lectures; proctor and grade exams; attend weekly staff meetings.

**Time Commitment:** 10 hours per week

**Qualifications:** Good communication skills, thorough command of subject matter, patience, organization, and reliability.

**Required:** Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

**ARCH 225/226/227 History of Architecture I/II Graduate Assistant**

**Supervision:** ARCH 225/226/227 Faculty

**Duties:** Helping set up for lectures, scanning images, photocopying assignments, and grading exams.

**Time Commitment:** 10 hours per week

**Qualifications:** Student must be responsible and reliable and have a preferred background in or knowledge of architectural history.

**Required:** Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

**ARCH 242 Drawing I Teaching Assistant**

**Supervision:** ARCH 242 Faculty Member

**Duties:** Teach full section of students for ARCH 242 including grading, attending lecture, etc.

**Time Commitment:** 10 hours per week

**Qualifications:** Graduate student with excellent drawing, communication, compositional, and leadership skills.

**Required:** Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

**ARCH 270 Scholarship in Practice**

**Supervision:** ARCH 270 Faculty

**Duties:** Lead one section (two 75 minute meetings per week) of a General Education course that introduces undergraduates to design thinking, learn from on-line course materials, give occasional mini-lectures, teach software (Sketch-Up, PhotoShop, and InDesign), conduct team desk crits and pin-ups and reviews, grade assignments and exams, utilize CANVAS, meet weekly with team of TAs and instructor, coordinate material and standards across sections, collaborate to create course exhibit and/or book and/or website, other miscellaneous duties that may arise during the course.

**Time Commitment:** 10 hours per week

**Note:** All GA and TA positions are subject to state funding. Some positions may not be available every semester. Some positions may be eliminated without notice.

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Qualifications: Graduate student with enthusiasm for teaching, interest in design thinking and innovation and entrepreneurship, willingness to learn, good communication skills, good teamwork skills, good organizational skills, good time management skills, ability to use and teach software (primarily Sketch-Up, Adobe Photoshop and InDesign, PowerPoint, CANVAS), availability during course meeting times.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 289i Sustainability at the University of Maryland
Supervision: ARCH 289i Faculty
Duties: 1. Attend lectures; 2. Lead group of 20 in: small sessions; socialization; paper development 3. Participate in the life of the course.
Time Commitment: 10 hours/week
Qualifications: LEED GA preferred, not mandatory
Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 400 Undergraduate Studio Teaching Assistant
[NOTE: Requires Additional Application]
Supervision: ARCH 400 Undergraduate Studio Faculty
Duties: Serving as studio critic for a section of undergraduate students; responding to student questions from lectures, desk critiques, pin-ups and reviews; building analytical, design, drawing, and model making skills; and participating in the grading process.
Time Commitment: 15 hours per week of class time (regular meeting times are Mondays, Wednesdays, and Fridays, 2:00pm to 6:00pm). Additional time is spent in meeting with the faculty member(s) in charge, grading, and preparing for class.
Qualifications: Advanced graduate students (must have completed ARCH 601), with superior design, drawing, communication, and leadership skills. Requires an additional application and interview with faculty.
Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 411/412 Technology Teaching Assistant
Supervision: ARCH 411/412 Faculty
Duties: Setting up and putting away computer and support materials in lecture hall prior to each class period (need not attend entire class); assist in exam proctoring; assist in evaluation/grading of student work; perform weekly review sessions; maintaining desk hours for additional student support; assist in generation of structural demonstration models; assist in lab and project sessions; assist in lecture and website development (image scanning/photographing, graphics generation, page layouts, etc.); some research for background information related to course development.
Time Commitment: 10 hours per week (be available prior to and after regular class times every Tuesday and Thursday). Weekly meetings (approx. ½ hour per week) with faculty member for coordination purposes.
Qualifications: Advanced graduate students who have completed both Technology II (ARCH 411) and Technology III (ARCH 412) with above average to superior grade. Well-developed computer skills desired. Good experience with woodworking/model making for generation of support materials (i.e., demonstration models) is preferred; superior communication and leadership skills to perform review and help sessions and evaluate student work.
Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 418M: Measuring Sustainability
Supervision: ARCH 418M Faculty
Duties: Attend all classes; take leadership of small group, encouraging study groups
Time Commitment: 10 hours/week
Qualifications: LEED GA or AP
Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

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ARCH 470 Introduction to Digital Media Teaching Assistant
Supervision: ARCH 470 Faculty Member(s)
Duties: Serving as lab/administrative assistant, responding to student questions from lectures, demonstrations, and readings, provide office hours in the lab for students to seek assistance and trouble shooting in applied use of software programs, and participating in the grading process.
Time Commitment: 10 hours per week
Qualifications: Superior digital design and drawing abilities, good communication and leadership skills.
Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 600 Comprehensive Studio Teaching Assistant
Supervision: ARCH 600 Studio Faculty Member
Duties: Assist the coordinator and faculty in organizing workshops and the final review venues, space assignments and schedules to organize equitable student exposure to visiting consultants in various formats. Keep the archives of the course - documents from former years will be provided, reviewed and drawn on where appropriate. New documents will archived. Be in attendance during workshops to keep things moving, meet and greet visitors and generally help keep the teaching effort going smoothly. Be available to the students to offer advice and give the instructors feedback on morale and potential problems. Assist coordinator and faculty in database of precedents and research into new case studies and in collection and collating of student assignments (digital and hard copies).
Time Commitment: 10 hours per week
Qualifications: The candidate will be an advanced graduate student who has completed ARCH600.
Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

Assistant to the Director of the Architecture Program
Supervision: Architecture Program Director
Duties: Assisting the Director with a variety of projects involving graphic design, communications, etc.
Time Commitment: 10 hours per week
Qualifications: Good verbal and graphic communication skills, interest in engaging all aspects of the program.
Candidate must have a solid background in design software, including Adobe InDesign, Illustrator and Photoshop.
Required: Applicant is required to participate in GA/TA Workdays.

Undergraduate Advising Assistant
Supervision: Coordinator, Undergraduate Student Advising Services
Duties: Serve as primary advisor for all freshmen and sophomore architecture students and other undergraduate students from across campus interested in the B. S. Architecture degree program. Inform students about the particulars of the Review Process through workshops. Assist the Review Process Committee in organizing student application files. Publish the “Graphite” newsletter three times each semester. Maintain the Advising section of the School website up to date. Publish a tracking report at the end of each semester.
Time Commitment: 10 hours per week during the semester; attendance at summer orientation sessions required.
Qualifications: Willingness to assist undergraduate students; strong communication skills, both written and verbal; some basic knowledge of Microsoft Excel and data analysis
Required: Applicant is required to participate in GA/TA Workdays.

Visual Resources Assistant
Supervision: Curator, Visual Resource Collection
Duties: Research and classification of new images, copy photography from books and periodicals, scanning existing slides, assisting users of the VRC, assisting with equipment, maintenance, and repair, knowledge of VRC policies and procedures, refiling slides, copy work photography.
Time Commitment: 10 hours per week (between 8:00am and 5:00pm M - F, around class schedule).
Qualifications: Architecture and related disciplines preferred: Architecture, Historic Preservation, Real Estate Development and Urban Planning students are encouraged to apply. Applicant must pay attention to detail;

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understand and use Photoshop; understand architectural terminology; be self-directed; have good research skills. Applicant is required to participate in GA/TA Workdays.

Preferred: An interest in photography, reading knowledge of a foreign language, strength in architectural history, historic preservation, or urban planning; have an understanding of FilemakerPro or another database.

Required: Applicant is required to participate in GA/TA Workdays.

**Technology Solutions Center Staff**

*Supervision:* Information Technology Operations Manager

Duties: Assist in the operation and maintenance of the Architecture Computer Resource Center (ACRC) facilities and equipment including the planning and deployment of IT initiatives. Provide support to students, both undergraduate and graduate, in the use of ACRC equipment and software within the ACRC office and labs. Assists students in large format printing of presentation materials. Maintain system documentation and ACRC website.

Time Commitment: 10 Hours per week. Specific schedule of hours determined on a per semester basis, taking into account classes and other commitments. May require evening and weekend hours throughout the semester.

Qualifications: Architecture and related disciplines preferred: Architecture, Historic Preservation, Real Estate Development and Urban Planning students are encouraged to apply. Candidates must possess strong communication, interpersonal, and analytical skills. Candidates should also have good organizational skills as well as the ability to attend to details and work independently. The position requires that the incumbent work within a team environment and learn more about computer hardware, networking, and software applications. Should be able to multi task projects. Existing Macintosh, Windows, and computer hardware knowledge is a plus but not mandatory. Students in the Architecture, Planning, and Preservation programs will be given preference.

Required: Applicant is required to participate in GA/TA Workdays.

**Fabrication Lab Assistant**

*Supervision:* Fabrication Lab Supervisor

Duties: Participate in the upkeep and maintenance of the Workshop and its equipment. Training and monitoring graduate and undergraduate students in craft and safety, aid in the design, fabrication and installation of School facilities projects. Assist with small furniture moves either in offices or to facilitate School events in the gallery, the great space, etc.

Time Commitment: 10 hours per week

Qualifications: Knowledge of tools and machinery, strong kinesthetic sense, interest in teaching, making objects, working hard, paying attention, collaborating and developing new skills.

Required: Applicant is required to participate in GA/TA Workdays.

**Gallery Assistant**

*Supervision:* Gallery Chair

Duties: Design assistance, coordination, installation and removal of exhibitions. Overseeing gallery operations & events. Developing promotional material for gallery. Planning future exhibitions. Make necessary repairs to and cleaning displays throughout the building as necessary.

Time Commitment: 10 hours per week, average weekly hours vary with exhibition schedule demands.

Qualifications: Responsible, self-motivated, enthusiastic, time management, spatial and graphic design, comfort with tools, peer leadership.

Required: Applicant is required to participate in GA/TA Workdays.

**Web and Publication Assistant**

*Supervisor:* Dean and Information Technology Operations Manager

Duties: Completing web updates, creating press releases, writing stories for school media, digital video editing, and other communication needs or initiatives as signed.

Time Commitment: 10 hours per week

Qualifications: Architecture and related disciplines preferred: Architecture, Historic Preservation, Real Estate Development and Urban Planning students are encouraged to apply. Candidate must have experience in multimedia applications and web technologies. Experience with Cold Fusion preferred. Experience with

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database design and management is helpful. Candidates should be adept at managing several tasks simultaneously, be conversant with some of the issues relating to digital and print media, and have an interest in learning and applying new technologies.

Required: Applicant is required to participate in GA/TA Workdays.

Research Assistant

Supervision: Faculty Member

Duties: Individual faculty members working on externally funded research may have the opportunity to offer research assistantships to qualified students.

Time Commitment: Specified by faculty member

Qualifications: Specified by faculty member

Required: Applicant is required to participate in GA/TA Workdays.

NB: Research Assistantships are available typically when faculty members have access to external funding. Applicants are advised to speak first with specific faculty members in order to ascertain if funding exists.

AIA Potomac Valley Communications & Outreach Graduate Assistant

Supervision: AIAPV Executive Director, Renee Catacalos

Duties: AIA Potomac Valley event organization and management; effectively communicating to potential event sponsors how their support benefits AIA Potomac Valley, but also serves in the marketing and promotion of that company and its products/services; keeping AIA PV membership and partners informed about opportunities for sponsoring events, programs offering continuing education credit, and social events through weekly newsletters; use social media venues to remind members of upcoming opportunities and news; keep the website calendar and job board up to date; promote upcoming AIA PV and major partner events through web banner, post important news to blog, and update staff & board pages as positions change within leadership; and serving as the liaison between the professionals of the Potomac Valley chapter and the Architecture student body at the University of Maryland.

Qualifications: Excellent communications skills, both written and verbal; good organizational skills and ability to manage multiple priorities; reliable in meeting deadlines; experience with any or all of the following would be desirable: Microsoft Office Suite, Wordpress, graphics software, web-based communications programs such as MailChimp, Eventbrite and Hootsuite

Time Commitment: 10 hours per week

HOW TO APPLY:

To apply for any of the above positions your must complete an application by the posted deadlines. Applications can be found at http://arch.umd.edu/arch/advising-arch.

All applicants to the M ARCH and MS in ARCH degrees are automatically considered for a TA or GA position at the time of application review. Following determination of application status, individuals admitted to the Architecture Program may be requested to complete the Graduate Assistantship Application Form.

SUMMER ASSISTANTSHIPS AVAILABLE TO UNDERGRADUATE AND GRADUATE STUDENTS:

(Applications for these assistantships is separate from the annual GA/TA application)

ARCH 150 Discovering Architecture Teaching Assistant

Supervision: ARCH 150 Faculty Member

Duties: Serving as studio critic for a section of high school students interested in exploring the discipline of architecture; expose the student to studio environment, promote visual thinking, teach conventions of architectural representation and model making. There will be reading discussions, group and desk crits/pin-ups, and reviews.

Time Commitment: 3 weeks during the summer, 9:30am - 4:30pm M - F with meetings before/after each day.

Qualifications: Willingness to assist high school students; strong communication skills, good drawing abilities.

Required: A separate application is required for this position.

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