



University at Buffalo

Curriculum, Assessment and Teaching Transformation

Graduate Assistant
Learning Management System Transition Team
Office of Curriculum, Assessment & Teaching Transformation (CATT)

Background:

The Office of Curriculum, Assessment & Teaching Transformation (CATT) seeks to provide the Division of Academic Affairs with expertise and management over a broad range of instructional opportunities and challenges.

In addition to our own expertise in curriculum and instruction, learning spaces and environments, and assessment and reporting, CATT pursues the broader objective of serving as a comprehensive conduit between faculty and other key offices and administrators on campus in our collective efforts to promote the end-goal of student excellence and success.

Duties:

1. Development, delivery and support of training workshops in use of the new learning management system (Brightspace).
2. Direct user support related to the use of the new learning management system.
3. Course management assistance within the Brightspace environment.

Qualifications:

1. Full time graduate student in good standing for 2023-2024; enrolled in at least 9 credits each term or certified full time.
2. Demonstrated instructional experience in Brightspace (or similar learning management system).
3. Flexibility in working both collaboratively as part of our CATT team and independently within designated parameters on assigned tasks or projects.
4. Expertise in Microsoft Office Suite and Internet searches.
5. An excellent track record showcasing a high level of organization, attention to detail and follow-through as well as an ability to consistently meet stated deadlines.
6. Excellent communication (written and oral) skills, with particular attention to customer service.
7. Available 20 hours per week.

General:

Start Date: This appointment begins July 1, 2023 – through June 30, 2024. The position schedule will coincide with the university staff calendar of work days and official holidays.

Salary: The salary is \$29,900 for the designated term with one credit of domestic tuition for fall and for spring.

Supervision: Michelle Connolly, Digital Learning Designer, Teaching Transformation Team

To apply: Send resume and cover letter to Michelle Connolly, Digital Learning Designer, Teaching Transformation Team (mdc45@buffalo.edu). Deadline for applications no later than Friday, May 26.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Office of Curriculum, Assessment and Teaching Transformation

5 Norton Hall, Buffalo, NY 14260-1660
716.645.7700
ubcatt@buffalo.edu

buffalo.edu/catt