The McGraw Center for Teaching & Learning’s Graduate Learning Program seeks applications for the University Administrative Fellows (UAF) program for the Fall semester, 2019. For full consideration, applicants should submit a cover letter and their résumé via email by May 1 to Wanda Holovacs at wandas@princeton.edu.

About the host location:

The Harold W. McGraw, Jr. Center for Teaching and Learning at Princeton University seeks a University Administrative Fellow. Founded in 1999, the McGraw Center has historically had a dual mission: (1) to provide faculty members and graduate students with programs and other resources that will enhance their effectiveness and impact as teachers; and (2) to help students become more skillful and self-reliant as learners and problem solvers. Historically, graduate students have been served by McGraw through pedagogical training, while undergraduate students were the primary audience for the Center’s learning supports. However, in Fall 2018, we launched a new Graduate Student Academic Success Program to extend our support of grad students beyond pedagogical training by acknowledging their identities as students and life-long learners. The mission of the new Graduate Student Learning Program is to promote academic thriving among Princeton’s Doctoral and Masters students. Utilizing a holistic model of graduate student academic support, we work with students as they develop into independent scholars and professionals, and help them acquire targeted tools to be productive while also finding purpose and balance in academic and personal pursuits. We recognize that graduate study is qualitatively different from undergraduate study, that scholarly “achievement” is dependent on numerous factors, and that many of the skills necessary to flourish in academia remain untaught. That said, our goal is to collaborate with graduate students across disciplines to reveal this “hidden curriculum” while helping them identify their strengths, attain individual goals, and develop supportive relationships with colleagues. We also equip students with skills and strategies to address potential challenges to learning, effectiveness, and collaboration that lead to flourishing in the academy and beyond.

We are currently seeking a UAF who can support and help to grow this evolving program.

Learning Objectives for UAF:

The UAF selected for this position will have the opportunity to work in support of the McGraw Center’s mission to enhance learning on campus. Academic support units (e.g. student learning centers) are found at virtually every institution of higher education, including all of the Ivies. Some of these institutions already offer academic/learning support to graduate and professional students and this is a growing field. Thus, this fellowship provides a unique opportunity to gain knowledge...
and skills pertinent to a viable professional field and a wide range of administrative positions. Fellows will join a team comprised of a Senior Associate Director and Learning Programs Lead (Nic Voge), Assistant Director who heads the new Graduate Student Academic Success Program (Dr. Laura Murray), several graduate fellows who develop and design programming, and a large group of peer educators (tutors and learning consultants), thus gaining insight into the workings of an academic affairs unit. In this context, the fellow will gain unique experience and insight as we continue to develop new graduate student-focused programming “from the ground up”.

Reporting to Dr. Murray, the fellow will play a significant role in the continued development of our program, as well as assume additional responsibilities reflecting his or her own interests. The fellow may participate in any of the following, and/or on another mutually agreed upon project:

- Explore the literature on “academic coaching” and “peer coaching” as part of an effort to develop and pilot a new grad student peer coaching initiative
- Create and facilitate one or more workshops with and/or for peers on a topic (or topics) of interest to grad students
- Spear-head the creation of a Graduate Student Advisory Council for ongoing student input and communication between McGraw and the graduate student population we serve
- Investigate the most effective approaches to reach out to grad students across campus and advertise our programming, and/or help to update our social media and web presence
- Explore existing online resources that we could utilize as part of a “Virtual Writing Group” pilot program to promote community and accountability among students working remotely

Qualifications:

Applicants for the UAF position will be expected to have:

- Interest in how graduate students learn and thrive, and the development of student support programs
- Ability to work collaboratively with both administrators and students
- A desire to learn about the McGraw Center for Teaching and Learning as a whole
- Experience as a tutor or AI in a similar role is a plus, but not essential